MEMORANDUM

TO: ALL CONCERNED OFFICIALS

RE: HOST UNITS FOR THE FLAG RAISING CEREMONY

DATE: 30 September 1997

In consonance with the Department’s Memorandum dated June 04, 1996, the conduct of the Flag Raising Ceremony shall have the following sequence:

• Invocation
• Pambansang Awit
• Panunumpa sa Watawat
• Panunumpa ng Kawani
• Message from the Guest Speaker
• Announcement

The following are the schedule of the host-units for the CY 1997-1999:

1997

MONTH       HOST-UNITS

November    Planning Branch
            Week 1 & 2: Policies and Programs Div.
December
Administrative Branch
Week 1&2: HRD Division
Week 3: GSP Division
Week 4: Cash Division
Week 5: Central Records Div.

1998

January
Finance Branch
Week 1&2: Budget Division
Week 3&4: Accounting Division

February
EDP Branch
Week 1&2: Data Bank Division
Week 2&3: Systems Dev. Division

March
Employments Contracts Processing Branch
Week 1: Seabased Proc. Division
Week 2: Landbased Proc. Division
Week 3&4: BMP Division

April
Marketing Branch
Week 1&2: Market Promotions Division
Week 3&4: Market Research and Dev.

May
Accreditation Branch
Week 1&2: Seabased Acrr. Div.
Week 3&4: Landbased Acrr. Div.

June
Government Placement Branch
Week 1&2: Clients Services Division
Week 5: HWPU

July
Employment Branch
Week 1: ARB Unit
Week 2: Manpower Dev. Division
Week 3&4: Manpower Registry Div.

August
Welfare Services Branch
Week 1&2: Assistance and Welfare Div.
Week 3,4,5: Workers Educ. Division
September  Anti-Illegal Recruitment Branch  
Week 1&2: Prosecution Division  
Week 3  : Legal Assistance Division  
Week 4  : Operations and Surveillance  

October  Employment Regulation Branch  
Week 1&2: Emp. Service Reg. Division  
Week 3&4: Labor Assistance Center  

November  Licensing Branch  
Week 1&2: Licensing and Eval. Division  
Week 3&4: Inspection Division  

December  Adjudication Branch  

1999  

January  Recruitment and Regulation Branch  

February  Legal Research and Enforcement Branch  
Week 1&2: Legal Research Division  
Week 3&4: Docket & Enforcement Div.  

For your information and guidance.

DANilo M. Coronacion  
Officer-in-Charge