



Reference No. 2024- 01
 January 3, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL BAR OFFICIALS AND STAFF (COS AND PERMANENT)
SUBJECT : ASSIGNMENTS FOR FLAG CEREMONY FOR CY 2024

In the exigency of service and pursuant to the Memorandum from the Director dated May 26, 2022 (Guidelines Governing the Conduct of Flag Ceremony, as amended by Memorandum from the Director dated September 19, 2022, the following are the respective assignments for the conduct of the DA-BAR Flag Raising Ceremony for CY 2024.

Date	Host/Sponsor
January 8, 2024	Office of the Director (OD)
January 15, 2024	Office of the Assistant Director (OAD)
January 22, 2024	Planning and Monitoring Unit (PMU)
January 29, 2024	Administrative and Finance Division (AFD)-Procurement Unit (PU)
February 5, 2024	AFD-Cash Unit (CU)
February 12, 2024	AFD-Budget Unit (BU)
February 19, 2024	AFD-Property and Supply Unit (PSU)
February 26, 2024	AFD-Accounting Unit (AU)
March 4, 2024	AFD-Human Resource Management Unit (HRMU)
March 11, 2024	AFD-Records Unit (RU)
March 18, 2024	AFD-Building Maintenance, Security and General Utility Services Unit (BMSGUSU)
March 25, 2024	AFD-Transportation Maintenance and Services Unit (TMSU)

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Date	Host/Sponsor
April 1, 2024	Program Development Division (PDD)-Technology Management Section (TMS)
April 8, 2024	PDD-Project Packaging and Evaluation Section (PPES)
April 15, 2024	PDD-Impact Evaluation and Policy Section (IEPS)
April 22, 2024	PPD-Institutional Development Section (IDS)
April 29, 2024	PDD-Project Packaging and Evaluation Section (PPES)
May 6, 2024	Knowledge Management and Information Systems Division (KMISD)-Scientific Literature System Section (SLSS)
May 13, 2024	KMISD-Applied Communication Section (ACS)
May 20, 2024	KMISD-Information Management Section (IMS)
May 27, 2024	KMISD-Applied Communication Section (ACS)
June 3, 2024	Program Monitoring, Evaluation and Linkaging Division (PMELD)-Research Linkages Section (RLS)
June 10, 2024	PMELD-Monitoring and Evaluation Section (MES)
June 17, 2024	PMELD-International R4D Relations Section (IRRS)
June 24, 2024	PMELD-Results Management Section (RMS)
July 1, 2024	AFD-Human Resource Management Unit (HRMU)

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Date	Host/Sponsor
July 8, 2024	AFD-Property and Supply Unit (PSU)
July 15, 2024	AFD-Procurement Unit (PU)
July 22, 2024	AFD-Cash Unit (CU)
July 29, 2024	AFD-Records Unit (RU)
August 5, 2024	AFD-Transportation Maintenance and Services Unit (TMSU)
August 12, 2024	AFD-Building Maintenance, Security and General Utility Services Unit (BMSGUSU)
August 20, 2024 (Tuesday) (August 19, 2024 <i>Quezon City Day</i>)	AFD-Accounting Unit (AU)
August 27, 2027 (Tuesday) (August 26, 2024 <i>National Heroes Day</i>)	AFD-Budget Unit (BU)
September 2, 2024	Planning and Monitoring Unit (PMU)
September 9, 2024	Office of the Assistant Director (OAD)
September 16, 2024	Office of the Director (OD)
September 23, 2024	Office of the Assistant Director (OAD)
September 30, 2024	Office of the Director (OD)
October 7, 2024	PDD-Project Packaging and Evaluation Section (PPES)
October 14, 2024	PDD-Technology Management Section (TMS)
October 21, 2024	PPD-Institutional Development Section (IDS)
October 28, 2024	PDD-Impact Evaluation and Policy Section (IEPS)
November 4, 2024	PMELD-Research Linkages Section (RLS)
November 11, 2024	PMELD-Monitoring and Evaluation Section (MES)

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Date	Host/Sponsor
November 18, 2024	PMELD-Results Management Section (RMS)
November 25, 2024	PMELD-International R4D Relations Section (IRRS)
December 2, 2024	KMISD-Applied Communication Section (ACS)
December 9, 2024	KMISD-Scientific Literature System Section (SLSS)
December 16, 2024	KMISD-Information Management Section (IMS)

Aside from announcements or updates, the following officials will be delivering their respective messages in the the following order:

Week	Message
1 st week of the month	Director
2 nd week of the month	Assistant Director
3 rd and 4 th /5 th week of the month	Head of host/sponsor Division or Unit

For information and compliance.


JUNEL B. SORIANO, PhD