



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**  
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December 3, 2024

## MEMORANDUM FROM THE DIRECTOR

**TO : ALL DA- BAR EMPLOYEES**

**SUBJECT : ATTENDANCE TO THE FLAG RAISING AND FLAG RETREAT CEREMONY**

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It has been observed that in the previous months, it was very apparent that there has been a constant decrease in the number of employees attending our flag raising and flag retreat ceremonies. Thus, all concerned employees are hereby reminded that pursuant to Republic Act No. 8491, **all organic and contract of service personnel are mandated** to attend the flag raising/retreat ceremony.

Accordingly, all Section/Unit Heads are hereby instructed to participate and lead the hosting of their respective scheduled flag ceremony.

In addition, the Human Resource Management Unit (HRMU) is hereby directed to strictly monitor the attendance of each and every employee during and in every flag raising/retreat ceremony and enforce the corresponding penalty for those who will fail to do so.

The HRMU is further given the instruction to submit to the Office of the Director a monthly report regarding the attendance of our personnel highlighting the names of those that are habitually absent, to enable us determine a parallel punishment that we may impose in direct violation of R.A. 8491.

For your strict compliance.

  
**JUNEL B. SORIANO, PhD**