



Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
Nayon, Lamut, Ifugao

**OFFICE ORDER NO. 17 - 2014**

**Subject : Weekly Flag Raising Mechanics and Responsible Officials**

**Date : July 28, 2014**

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1. Weekly flag raising program is set every Monday morning at 7:30-8:00 O' Clock throughout the campuses for the Ifugao State University (IFSU) family to:
    - a. Show their love, respect and loyalty to their country;
    - b. Show their respect, commitment and loyalty to their institution and their province;
    - c. Renew their commitment to public service;
    - d. Be informed of any progress and achievements, daunting challenges, programs, projects and activities of the university in pursuit of its development goals and objectives;
    - e. Celebrate any featured activity of the month (e.g. Guidance Month, etc).
  
  2. As such, the following activities must be in the program, to wit:
    - a. Prayer or Invocation;
    - b. Raising of the Philippine flag simultaneous with the singing of the National Anthem;
    - c. Raising of the Ifugao Flag simultaneous with the singing of the Ifugao Hymn;
    - d. Raising of the IFSU Flag simultaneous with the singing of the IFSU Hymn;
    - e. Recitation/ Oath of the Civil Servants/ Kawaning Pilipino;
    - f. Sharing of inspiring information and challenges of and for the university.
    - g. Any related activities to celebrate/ highlight the feature of the month (Buwan ng Wika, Indigenous Peoples Month, Cordillera Month, Fire Prevention Month, etc.)
  
  3. The following are responsible officials for the successful conduct of the flag raising program:  
IFSU Main Campus – Chief Administrative Officer (Atty. Candice G. Buyuccan)  
IFSU Potia Campus – Campus Director (Dr. Ricardo L. Ildefonso)  
IFSU Lagawe Campus – Campus Director (Dr. Mary Caclini)  
IFSU Tinoc Campus – Campus Director (Dr. Jose Daniels)
  
  4. The responsible officials above are tasked to
    - a. Plan for conduct of the flag raising programsuch that it will be meaningful and exciting;
    - b. Assign/ schedule offices/ academic units who will lead/ manage the ceremony and related activities with clear instruction and support;
    - c. Gather information on inspiring achievements and challenges that the IFSU Family must know and take the lead in sharing them;
    - d. In lieu of item c, may invite/ assign sharers/ speakers on important topic to be shared to employees in 10-15 minutes;
    - e. Must always be present during flag raising ceremonies.
    - f. Announce the needed adjustment in class hours/ schedule for the morning due to longer time used for the flag raising ceremony and related activities.

5. As much as practicable, all activities planned in relation to featured/ special celebrations during the month must be integrated in the Flag Raising Ceremony to avoid any other disruption or cancellation of classes. The flag raising ceremony and activities may be done up to 9:00 AM only.
6. In case Monday is declared a holiday, then flag raising program and related activities must be done during the first working day of the week.
7. For the information and commitment of all.



**SERAFIN L. NGOHAYON, PhD**  
University President