



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

**OCA CIRCULAR NO. 136-2010**

**TO : ALL JUDGES AND COURT PERSONNEL OF THE FIRST AND SECOND LEVEL COURTS**

**SUBJECT : REITERATION OF CIRCULAR NO. 62-2001 (RE: CONDUCT OF FLAG RAISING AND FLAG LOWERING CEREMONIES)**

Pursuant to the Resolution of the Honorable First Division dated 07 July 2010 in Administrative Matter No. 10-5-173-RTC (*Report and Recommendation on the Absences of Court Employees During Flag Ceremonies, submitted by Atty. Voltaire B. Garcia, Clerk of Court VI, Office of the Clerk of Court, Regional Trial Court, Bambang, Nueva Vizcaya*), directing the Office of the Court Administrator to re-circularize the policy on attendance during the flag ceremony, all Judges and court personnel of the first and second level courts are hereby **REMINDED** to **strictly comply** with the provisions of Circular No. 62-2001 (Re: Conduct of Flag Raising and Flag Lowering Ceremonies), to wit:

"Republic Act No. 8491 otherwise known as the "Flag and Heraldic Code of the Philippines" prescribes the national flag, anthem, motto, coat-of-arms and other heraldic items and devices of the Philippines. The relevant provisions of the said law provide, to wit:

"Sec. 18. All government offices and educational institutions shall henceforth observe the flag-raising ceremony every Monday morning and the flag lowering ceremony every Friday afternoon. The ceremony shall be simple and dignified and shall include the playing or singing of the Philippine National Anthem.

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Sec. 21. During the flag-raising ceremony, the assembly shall stand in formation facing the flag. At the moment the first note of the anthem is heard, everyone in the premises shall come to attention; moving vehicles shall stop. All persons present shall place their right palms over their chests, those with hats shall uncover; while those in military, scouting, security guard, and citizens military training uniforms shall give the salute prescribed by the regulations, which salute shall be completed upon the last note of the anthem.

The assembly shall sing the Philippine National Anthem, accompanied by a band, if available, and at the first note, the flag shall be raised briskly.

The same procedure shall be observed when the flag is passing in review or parade.

Sec. 22. During the flag lowering, the flag shall be lowered solemnly and slowly so that the flag shall be down the mast at the sound of the last note of the anthem. Those in assembly shall observe the same deportment or shall observe the same behavior as for the flag-raising ceremony."

All Executive Judges shall supervise the holding of the flag-raising and flag lowering ceremonies in their respective Hall of Justice buildings or court houses and shall ensure the attendance of all judges and court personnel in the rites. A report on the absentees in both ceremonies for every month shall be submitted to the Office of the Court Administrator within the first ten (10) days of the succeeding month.

For strict compliance."

5 October 2010.

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator