



Republic of the Philippines

**MINDANAO STATE UNIVERSITY**

MSU Main Campus  
Marawi City, Lanao del Sur  
http://www.msomain.edu.ph  
Email Add: op@msomain.edu.ph  
Contact No.: 0918 520 0288 (smart)  
0905 576 8867 (globe)

Manila Information Office  
12th Floor Antonio Building  
T.M. Kalaw Corner Jorge Bocobo St., Ermita, Metro Manila  
Tel. (02) 526 - 4325 / 524 - 8222

## OFFICE OF THE PRESIDENT

### MEMORANDUM

No. **210**-OP  
Series of 2023

FOR : **ALL EMPLOYEES**  
*This Campus*

DATE : **JUNE 6, 2023**

SUBJECT : **Independence Day Flag Raising Ceremony on 12 June 2023**

Pursuant to Section 18 of Republic Act No. 8491 (Flag and Heraldic Code of the Philippines) requiring all government offices and educational institutions to participate in the observance/conduct of flag raising ceremonies every Monday morning and flag lowering ceremonies every Friday afternoon and Memorandum Circular No. 71, series of 1988, prescribing the guidelines for conducting flag ceremony as a reflection of our reverence for the Philippine flag, an emblem of national sovereignty, national unity, and cohesion, and in solidarity with the country for the celebration of the Philippine Independence Day, all employees of MSU Main Campus are hereby enjoined to attend the flag raising ceremony on June 12, 2023 at 9 o'clock in the morning.

Further guidelines for said event are as follows:

- 1. Covered Employees and Participating Units.** All employees are required to participate in the Independence Day flag raising ceremony. The Human Resources and Development Office shall monitor attendance. For a complete list of covered employees and participating units, please refer to Annex "A".
- 2. Dress Code.** *Barong Tagalog* for the gentlemen and *Filipiniana* for the ladies or traditional attire for both ladies and gentlemen.
- 3. Formation.** For the order of formation, please refer to Annex "B". Appropriate markers shall be placed as guide for the order of formation.
- 4. Independence Day Message.** The MSU System President will deliver his Independence Day message during the event.

MSU-Iligan Institute of Technology MSU-Tawi-Tawi College of Technology & Oceanology MSU- Maguindanao  
MSU-General Santos MSU- Sulu MSU-Naawan MSU-Lanao del Norte National Agriculture College  
MSU-Maigo School of Arts & Trades MSU- Lanao National College of Arts & Trades MSU-Buug



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210

5. **Traffic Management.** The entire stretch of 2nd Street shall be closed to traffic from 7:00AM to 11:00AM. No vehicle shall be allowed to park on both sides of the road along the 2nd Street during the same time period. The Department of Security Services shall secure the premises and ensure the smooth conduct of the event.
6. **Proper Decorum.** All employees are strictly required to observe proper decorum during the flag raising and singing of the national anthem. Taking of pictures or videos during the singing and flag raising are strictly prohibited.

For strict compliance.

  
ATTY. BASARI D. MAPUPUNO  
President   06/06/23



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## OFFICE OF THE PRESIDENT

### Annex "A" – Clusters

#### EXECUTIVE OFFICES

Office of the President  
Office of the Executive Vice President  
Office of the Vice President for Academic Affairs  
Office of the Vice President for Planning & Development  
Office of the Vice President for Administration & Finance  
Office of the Vice President for Research & Extension  
Office of the University/BOR Secretary  
Office of the Vice Chancellor for Academic Affairs  
Office of the Vice Chancellor for Administration & Finance  
Office of the Vice Chancellor for Research, Extension & Dev't  
Office of the Assistant Vice Chancellor for Academic Affairs

#### ADMINISTRATIVE UNITS I

Accounting Office  
Administrative Service Division  
Auxiliary Services Division  
Alumni Relations Office  
Budget Office  
Cashier's Office  
Community Relations Office  
Finance Division  
  
Food Services Division  
Human Resource Development Office (HRDO)

#### ADMINISTRATIVE UNITS II

Housing Management Division  
  
Information and Communication Technology Center  
Institutional Research & Evaluation Office  
Legal Services Division  
Meranao Cultural Heritage Center  
Motor Pool & Water System Division  
Physical Plant Division  
Property Office  
Security Services Department  
University Business Office  
University Hostel and VIP Lounge

#### SEMI-ACADEMIC UNITS

Admissions Office  
Agakhan Museum & National Science  
Audio-Visual Center  
Center for Women Studies  
Cultural Affairs Office  
Information, Press and Publication Office  
Institute for Peace and Development in Mindanao  
Local Governance Center  
Medical Services & Hospital  
National Service Training Program Office  
  
Registrar's Office  
ROTC Unit  
Scholarship Center  
Shariah Center  
Student Affairs Division  
University Book Center  
University Library  
University Quality Assurance Office

#### RESEARCH, EXTENSION, AND DEVELOPMENT

Mamitua Saber Research & Technology Center (MSRTC)  
University Extension Services Center (UESC)  
Ceramics Development Center (CDC)  
Technology and Innovation Center (TIC)  
MSU Intellectual Property Office (MIPO)  
TIC-Entrepreneurship Training and Promotion Office

#### ACADEMIC UNITS

College of Agriculture  
College of Business Administration  
College of Education  
College of Engineering  
College of Fisheries & Aquatic Science  
College of Forestry & Environmental Studies  
College of Health Sciences  
College of Hospitality Tourism and Management  
College of Information & Computing Science  
College of Natural Science & Mathematics  
College of Public Affairs  
College of Social Sciences and Humanities  
College of Physical Education & Recreation  
College of Law  
ISED/Regional Science Training Center  
King Faisal Center for Islamic, Arabic & Asian Studies  
Division of Engineering Technology  
MSU-Integrated Laboratory School  
MSU-Marawi Senior High School  
MSU-University Training  
Principals of MSU Community High Schools

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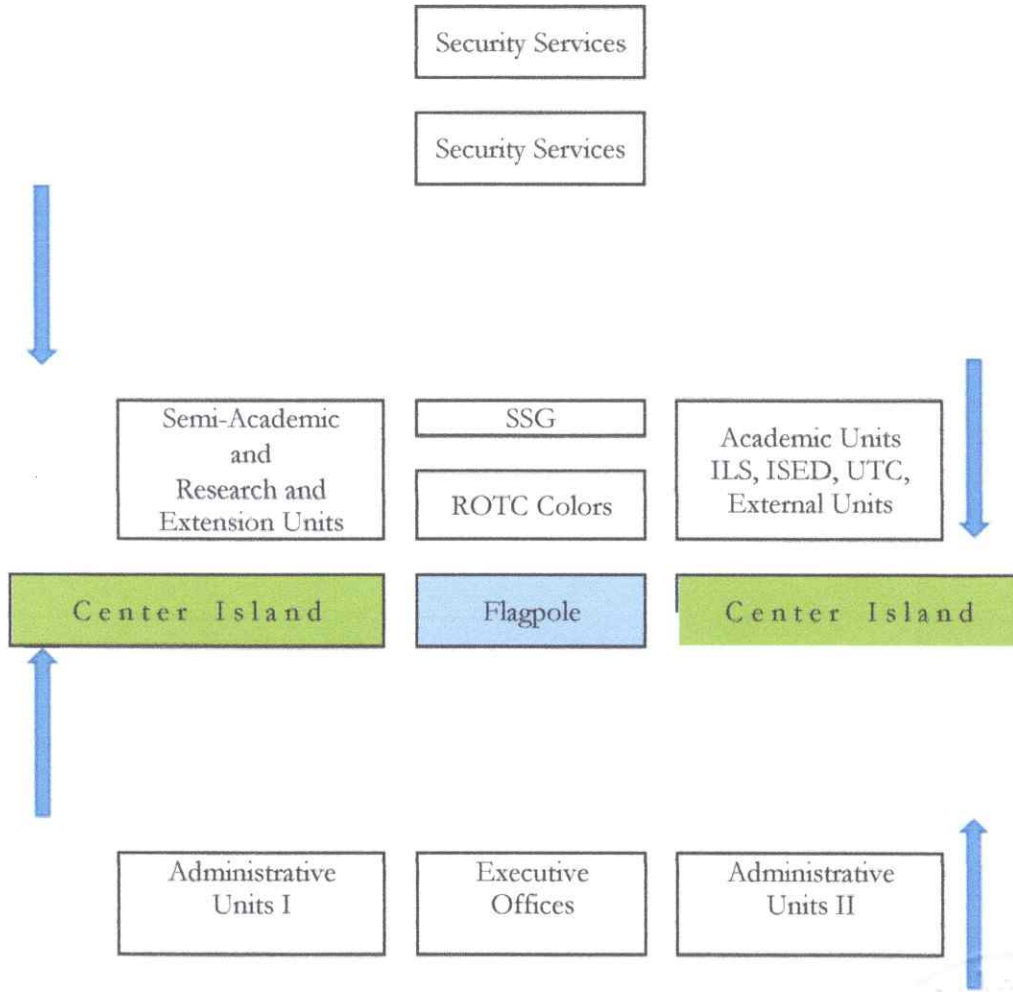
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### Annex "B" – Order of Formation



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