



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

March 14, 2023


DIVISION MEMORANDUM

No. 116, s. 2023

**OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING
AND NONTEACHING PERSONNEL DURING THE MONTH OF RAMADAN**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is **Regional Memorandum No. 173, s. 2023** titled “**Observance of Flexible Working Hours for Muslim Teaching and Nonteaching Personnel during the Month of Ramadan**”.
2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects:

CELEBRATIONS AND FESTIVALS

EMPLOYEES

OFFICIALS

TEACHERS



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

MAR 07 2023


REGIONAL MEMORANDUM

No. 177 s. 2023

**OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING
AND NONTEACHING PERSONNEL DURING THE MONTH OF RAMADAN**

To: Schools Division Superintendents
All Others Concerned

1. Attached is DepEd Memorandum No. 013, s. 2023 dated March 03, 2023 from **Gloria Jumamil-Mercado**, Undersecretary for Human Resource and Organizational Development, NEAP and TECS relative to the Observance of Flexible Working Hours for Muslim Teaching and Nonteaching Personnel during the Month of Ramadan from March 23, 2023 to April 21, 2023.
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated



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Republic of the Philippines
Department of Education

MAR 03 2023

DepEd MEMORANDUM

No. **013**, s. 2023

**OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING
AND NONTEACHING PERSONNEL DURING THE MONTH OF RAMADAN**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned



1. The Department of Education (DepEd) recognizes the need for all teachers, learners, and nonteaching personnel of their free exercise and enjoyment of religious profession and worship, without discrimination or preference pursuant to Section 5 of Article III (Bill of Rights) of the 1987 Philippine Constitution.

2. With the forthcoming observance of *Ramadan* from **March 23, 2023 to April 21, 2023**, DepEd respects the rights of all Muslim teaching and nonteaching personnel to observe fasting during this period without compromising the continuous delivery of basic education services to the public.

3. In line with the government's efforts in recognizing and enforcing Philippine Muslim holidays, the following policies and resolutions were issued to regulate office hours of Muslim teaching and nonteaching personnel in the Department during the month of *Ramadan*:

3.a. Paragraph 2 of Civil Service Commission (CSC) Resolution No. 81-1277 dated November 13, 1981, and Item 3 of Presidential Decree No. 322, s. 1973 modifies the official hours of work to allow Muslim personnel observing the fasting for the month of *Ramadan* to render hours of work from 7:30 a.m. to 3:00 p.m. without noon break;

3.b. Item 2 of DepEd Order (DO) No. 16, s. 2009 (Addendum to DepEd Memorandum No. 291, s. 2008 titled Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers) requires six hours of actual classroom teaching and two hours of work within or outside school premises for teaching personnel; and

3.c. Items 4 and 5 of DO 023, s. 2018 titled Implementation of the Flexible Working Hours for the Non-Teaching Personnel requires completion of eight hours of work that start from 7:00 a.m. to 9:30 a.m. and end from 4:00 p.m. to 6:30 p.m.

4. Relative thereto, all Muslim teaching and nonteaching personnel nationwide who observe fasting while working during the month of *Ramadan* are allowed to work on

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flexible hours that shall start from **7:00 a.m.** to **9:30 a.m.** and end from **3:00 p.m.** to **5:30 p.m.** without noon break to render eight hours of work per day.

5. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


GINA O. GONONG
Undersecretary

Reference:

DepEd Memorandum No. 035, s. 2022

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
CELEBRATIONS AND FESTIVALS
EMPLOYEES
OFFICIALS
SCHOOLS
TEACHERS
WORK HOURS



WNBO APA MPC, DM Observance of Flexible Working Hours for Muslim Teaching and Nonteaching Personnel During the Month of Ramadan
0078 - February 13, 2023