



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

March 8, 2023

DIVISION MEMORANDUM

No. 102, s. 2023

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Education Program Supervisors
Elementary and Secondary Principals
All Others Concerned

1. The Department of Education (DepEd) issued Memorandum No. 13, s. 2023 titled: **OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING AND NONTEACHING PERSONNEL DURING THE MONTH OF RAMADAN**, this Office disseminates the incoming 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.

2. 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.



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



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

