



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



DIVISION ADVISORY No. 04 s.2023

March 14, 2023

In compliance with DepEd Order (DO) No. 8, s. 2013 this Office issued this advisory not for endorsement per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public

OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING AND NON-TEACHING PERSONNEL DURING THE MONTH OF RAMADAN

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 Constitution.

Attached herewith is the DepEd Memorandum No. 013, s. 2023 on the observance of Ramadan from March 23, 2023, to April 21, 2023. Moreover, the Department of Education respects the rights of all Muslim employees to observe fasting during this period without compromising the continuous delivery of basic education services to the public.

In line with the government's efforts in recognizing and enforcing Philippine Muslim holidays following the issued policies and resolutions are reiterated:

- Paragraph 2 of Civil Service Commission (CSC) Resolution No, 81-1277 dated November 13, 1981, and item 3 of Presidential Decree No. 322, s. 1993 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 a noon break;
- 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
- 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.



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In addition, all Muslim teaching and nonteaching personnel 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.

Immediate dissemination of and strict compliance.

NRL/drd
03-14-23

Encis: As Stated

References: 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



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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

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

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