



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

**OSDS-2022- 053**

**To :** PUBLIC SCHOOLS DISTRICT SUPRVISORS  
SCHOOL HEADS/TEACHER-IN-CHARGE  
ADMINISTRATIVE OFFICER V  
HUMAN RESOURCE MANAGEMENT OFFICE  
MUSLIM TEACHING AND NON-TEACHING PERSONNEL

**Subject :** Observance of Flexible Working Hours for Muslim Teaching and Non-Teaching Personnel During the Month of Ramadan

**Date :** March 22, 2023

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Herewith is the DepEd Memorandum No. 013, s. 2023 dated March 3, 2023 informing all the Department of Education personnel of the Department's stance in respecting the rights of all Muslim teaching and nonteaching personnel to observed fasting during the period of Ramadan.

In relation to this memorandum, you are hereby directed to implement and observe, without compromising the continuous delivery of basic education services to the public, the flexible working hours of all Muslim teaching and nonteaching personnel who observe fasting from March 23, 2023 to April 21 2023. As such, they are allowed to work on flexible working 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.

For immediate dissemination and appropriate guidance.

  
**CRISTY C. EPE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
20-99096  
DATE: MAR 24 2023 TIME: 11:11 AM  
BY: 





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

DepEd Schools Division of Digos City  
**RECORDS SECTION**

**RECEIVED** 99096  
 DATE: 17 MAR 2023 TIME: 7:48a  
 BY: *[Signature]*

Office of the Regional Director

**REGIONAL MEMORANDUM**  
 ASD-2023-040

To : Assistant Regional Director  
 Schools Division Superintendents / OIC-SDS  
 Regional Chiefs of Functional Divisions

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

Date : March 10, 2023

Herewith is the DepEd Memorandum No. 013, s. 2023 dated March 03, 2023 informing all the DepEd personnel of the Department's stance in respecting the rights of all Muslim teaching and nonteaching personnel to observe fasting during the period of Ramadan without compromising the continuous delivery of basic education services to the public.

Anent to this, all concerned Officials and Personnel are hereby directed to implement and observe the flexible working hours to all Muslim teaching and nonteaching personnel who observe fasting from March 23, 2023 to April 21, 2023. They are allowed to work on flexible working 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.

For information and strict compliance.

Enclosed: As stated.

ROA3/PS/ljtj

**ALLAN G. FARNAZO**  
 Director IV

By the Authority of the Regional Director

*[Signature]*  
**MARIA INES C. ASUNCION**  
 Director III  
 Office of the Assistant Regional Director

DEPARTMENT OF EDUCATION - DAVAO REGION  
 RECORDS SECTION

**RELEASED**

By: 16387  
 Date: MARCH 13, 2023



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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

23-16787  
06 MAR 2023 2:2

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

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