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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

21 MAR 2023



DIVISION MEMORANDUM

No. 137 s. 2023

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

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. With reference to DepEd Memorandum No. 013, s. 2023 and Regional Memorandum No. 139, s. 2023 titled Observance of Flexible Working Hours for Muslim Teaching and Non-Teaching Personnel During the Month of Ramadan, this Office reiterates the policy and informs the field on the observance of the said flexible working hours for Muslim DepEd personnel from March 23, 2023 to April 21, 2023.
2. This aims to recognize the need for all teachers, learners, and non-teaching personnel of their free exercise and enjoyment of religious profession and worship, without discrimination of preference pursuant to Section 5 of Article III of the 1987 Philippine Constitution.
3. Enclosed are the copies of memoranda from DepEd Central Office and Regional Office for your guidance.
4. Immediate dissemination of this memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 

Encl.:
As stated



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773

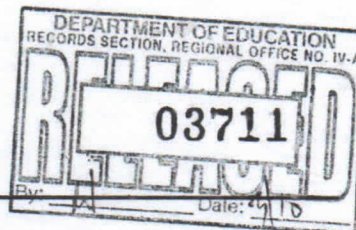


tayabas.city@depd.gov.ph

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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Regional Memorandum
No. 139 s. 2023

09 March 2023
Schools Division of Tayabas City
RECORDS SECTION

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

By: Ms. Jobelle


Date: 03-12-23

Time: 8:00

Control No. 031322 - 021

To **SCHOOLS DIVISION SUPERINTENDENTS**

1. Attached hereto is the DepEd Memorandum No. 013, s. 2023 dated March 03, 2023, relative to the forthcoming observance of *Ramadan* from **March 23, 2023, to April 21, 2023.**
2. Attention is invited to paragraphs 2 to 4 of the said Memorandum.
3. For immediate dissemination and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

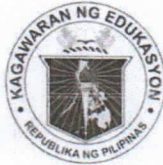
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Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

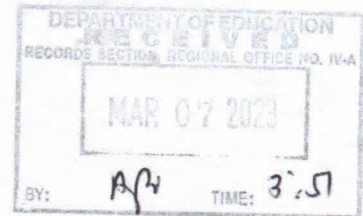


Admin-RM-2023-139



Republic of the Philippines
Department of Education

Dm01-2023-90



MAR 03 2023

DepEd MEMORANDUM

No. **013**, s. 2023

**OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING
AND NONTTEACHING 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

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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DEPED-OSEC-483250

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