

Republic of the Philippines Department of Education

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DepEd MEMORANDUM No. 013, s. 2023

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

o: 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

- 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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Republic of the Philippines

Department of Coucation
Cordillers Administrative Region

March 7, 2023

To:

Schools Division Superintendents All Schools Division Offices All Others Concerned

For information and dissemination.

ESTELA P. LEON-CARIÑO Edd, CESO III

Director IV/ Regional Director

CLMD/RCA/csa/wjj





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- 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.

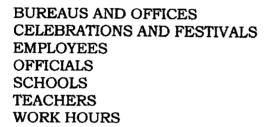
By Authority of the Secretary:

GINA O. GONONG Undersecretary

Reference:

DepEd Memorandum No. 035, s. 2022

To be indicated in the <u>Perpetual Index</u> under the following subjects:





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