



Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO
SCHOOLS DIVISION OF LANA DEL NORTE

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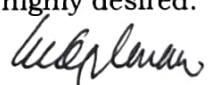
March 20, 2023

DIVISION MEMORANDUM
No. 138, s. 2023

**DISSEMINATION OF DEPED MEMORANDUM NO.13, s.2023 RE
OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING
AND NON-TEACHING PERSONNEL DURING THE MONTH OF RAMADAN**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance & Operations Division
Public Schools District Supervisors & Coordinating School Principals
Public Secondary and Elementary School Heads
All Others Concerned
This Division

1. This is to disseminate the attached *DEPED MEMORANDUM NO.13, s.2023 RE OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING AND NON-TEACHING PERSONNEL DURING THE MONTH OF RAMADAN*.
2. All teaching and non-teaching personnel of this Division are hereby enjoined to take due notice of the instructions and information contained therein.
3. In line with the above DepEd Memorandum, school heads through the learner's teachers shall make the necessary arrangements for their children to eat their lunch inside the classroom since classes will be from 7:30 a.m. to 3:00 p.m., with NO NOON BREAK. Parents are requested to send their children to school before 7:30 a.m. and fetch them by 3:00 p.m.
4. Teaching and non-teaching personnel who signify to avail of the said flexi-time during the time of Ramadan shall notify in writing this Office.
5. Widest dissemination of this Memorandum is highly desired.


EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

ATCH: As stated
To be indicated in the Perpetual Index
under the following subjects:

SGOD Division Memorandum
SGOD/JMP



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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

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
CELEBRATIONS AND FESTIVALS
EMPLOYEES
OFFICIALS
SCHOOLS
TEACHERS
WORK HOURS

