



Republic of the Philippines  
**Department of Education**

REGION X  
SCHOOLS DIVISION OF LANA DEL NORTE

<b>DEPED</b> LANA DEL NORTE		
RECORDS SECTION CONTROL NO. <i>DG150</i>		
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February 13, 2026

**DIVISION MEMORANDUM**

No. 102, S. 2026

**DISSEMINATION OF PRESIDENTIAL DECREE NO. 322, s. 1973 and DEPED MEMORANDUM NO. 020, s. 2025 RE OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING AND NON-TEACHING PERSONNEL DURING THE MONTH OF RAMADHAN**

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

1. This is to disseminate the attached *PRESIDENTIAL DECREE NO. 322, s. 1973* and *DEPED MEMORANDUM NO. 020, s. 2025 RE OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING AND NON-TEACHING PERSONNEL DURING THE MONTH OF RAMADHAN*.
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. These guidelines are effective immediately and shall remain in force for the duration of the Holy Month of Ramadhan.
4. Immediate dissemination and strict compliance of this memorandum is desired.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent

Encl: PD No. 322, s.1973  
DM No. 020, s.2025

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

DM- *Observance of Flexible Working Hours for Muslim Teaching and Non-Teaching Personnel During the Month of Ramadhan.*

February 13, 2026



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GOVPH (/)

## Presidential Decree No. 322, s. 1973

Signed on October 26, 1973 (<https://www.officialgazette.gov.ph/1973/10/26/presidential-decree-no-322-s-1973/>)

MALACAÑANG  
MANILA

PRESIDENTIAL DECREE No. 322

### AMENDING SECTION 3 OF PRESIDENTIAL DECREE NO. 291 AND INSERTING A NEW SECTION ON THE REGULATION OF OFFICE HOURS IN THE MONTH OF RAMADAN THEREBY CHANGING THE NUMBERS OF ALL SUBSEQUENT SECTIONS

WHEREAS, Presidential Decree No. 291 dated September 12, 1973, was issued in order to implement the national policy of recognizing and enforcing Philippine Muslim holidays to reinforce the unity of the Filipino people;

WHEREAS, to attain the objectives of national policy, it is necessary to include all Muslim holidays and regulate office hours of Muslim employees in the government during the month of Ramadan;

NOW, THEREFORE, I, FERDINAND E. MARCOS, Commander-in-Chief of all the Armed Forces of the Philippines, and pursuant to Proclamation No. 1081, dated September 21, 1972 and General Order No. 1, dated September 22, 1972, as amended, do hereby order and decree that:

1. Section 2 of Presidential Decree No. 291 is hereby amended to read as follows:

"Sec. 2. The following are hereby recognized as legal Philippine holidays, namely:

(a) Eid-ul-Fitr (Hariraya Puasa) which falls on the 1st day of the 10th Lunar month of Shawwal commemorating the end of the fasting season;

(b) Eid-ul-Adha (Hariraya Hajj) which falls on the 10th day of the 12th Lunar month of Dul Hajj;

(c) Mauledan-Nabi Birthday of Prophet Mohammad (P.B.U.H.) which falls on the 12th day of the 3rd Lunar month of Rabbio-Awwal;

(d) Lailatul Isra Wal Miraj (Ascension) which falls on the 27th day of 8th Lunar month of Rajjab;

(e) Muharram (Ashura) which falls on the 10th Lunar month of Muharram; and

(f) Amon Jaded (New Year) which falls on the 1st day of the 1st Lunar month of Muharram.

2. A new section which shall be made as Section 3 is hereby included to read as follows:

"Sec. 3.

a) During the fasting season on the month of Ramadan, all Muslim employees in the national government, government-owned or controlled corporations, provinces, cities, municipalities and other instrumentalities shall observe officer hours from seven-thirty in the morning (7:30 a.m.) to three-thirty in the afternoon (3:30 p.m.) without lunch break or coffee breaks, and that there shall be no diminution of salary or wages, provided, that the employee who is not fasting is not entitled to the benefit of this provision.

b) Regulations for the implementation of this section shall be issued together with the implementing directives on Muslim holidays.

3. Section 3, 4, 5, 6, 7 and 8 is hereby amended and numbered as follows:

"Section 3 is changed to Section 4;

Section 4 is changed to Section 5;

Section 5 is changed to Section 6;

Section 6 is changed to Section 7;

Section 7 is changed to Section 8; and

Section 8 is changed to Section 9."

Done in the City of Manila, this 26th day of October, in the year of Our Lord, nineteen hundred and seventy-three.

(Sgd.) FERDINAND E. MARCOS

By the President:

(Sgd.) ALEJANDRO MELCHOR

Executive Secretary

Source: **Malacañang Records Office**

## RESOURCES

- [PDF] [Presidential Decree No. 322, October 26, 1973](https://www.officialgazette.gov.ph/downloads/1973/10oct/1973/1026-PD-0322-FM.pdf)  
(<https://www.officialgazette.gov.ph/downloads/1973/10oct/1973/1026-PD-0322-FM.pdf>)

[GOV.PH \(https://www.gov.ph/\)](https://www.gov.ph/)

[Official Gazette \(https://www.officialgazette.gov.ph/\)](https://www.officialgazette.gov.ph/)

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### GOVERNMENT LINKS

[The President \(http://resident.gov.ph/\)](http://resident.gov.ph/)

[Office of the President \(http://oc-proper.gov.ph/\)](http://oc-proper.gov.ph/)

[Office of the Vice President \(https://ovp.gov.ph/\)](https://ovp.gov.ph/)

[Senate of the Philippines \(http://senate.gov.ph/\)](http://senate.gov.ph/)

[House of Representatives \(http://www.congress.gov.ph/\)](http://www.congress.gov.ph/)

[Supreme Court \(http://sc.judiciary.gov.ph/\)](http://sc.judiciary.gov.ph/)

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Republic of the Philippines  
Department of Health  
OFFICE OF THE SECRETARY

May 14, 2012

MEMORANDUM CIRCULAR

No. 2012-0017


FOR: ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, DIRECTORS OF BUREAUS, CENTERS FOR HEALTH DEVELOPMENT, SERVICES AND SPECIALTY HOSPITALS; CHIEFS OF MEDICAL CENTERS & HOSPITALS, PRESIDENT OF THE PHIL. HEALTH INSURANCE CORPORATION AND EXECUTIVE DIRECTORS OF PHIL. NATIONAL AIDS COUNCIL, THE PHIL. INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE, NATIONAL NUTRITION COUNCIL, POPULATION COMMISSION, LOCAL WATER UTILITIES ADMINISTRATION AND OTHERS CONCERNED

SUBJECT: Resolution No. 02 s. 2012 from the National Commission on Muslim Filipinos on "Requesting Government Agencies to Comply with Civil Service Commission Resolution No. 81-1277 Recognizing Muslim Holidays in Areas Outside ARMM"

Attached for your information and guidance is a copy of the Resolution No. 02 dated January 12, 2012 of the National Commission on Muslim Filipinos, treating on the above subject.

Dissemination of the information to all concerned is desired.

By Authority of the Secretary of Health

  
**BLESILDA A. GUTIERREZ, CPA, MBM**  
Director IV and Head  
Internal Finance Management Technical Cluster



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
NATIONAL COMMISSION ON MUSLIM FILIPINOS

In re: *Requesting Government Agencies to Comply with CSC Resolution No. 81-1277 Recognizing Muslim Holidays in areas outside ARMM*

LUCMAN, Bai Omera D. D. Secretary/Presiding Officer  
ABIRIN, Sharif Jul Asri J. Commissioner  
AMPATUAN, Alladin I. Commissioner  
BAJUNAID, Moner M. Commissioner  
BADDIRI, Edilwasif T. Commissioner  
HASSAN, Hatimil E. Commissioner  
MAGLANGIT, Raidah B. Commissioner  
MUTIA, Solaiman C. Commissioner

x ----- x

Promulgated: January 12, 2012

Resolution No. 02, series of 2012

**WHEREAS**, Section 5 of Article III of the 1987 Philippine Constitution provides that "no law shall be made respecting an establishment of religion, or prohibiting the free exercise thereof. The free exercise and enjoyment of religious profession and worship without discrimination or preference, shall be allowed. xxx."

**WHEREAS**, the National Commission on Muslim Filipinos (NCMF) is mandated under paragraph c, Section 8 of Article II of Republic Act 9997 (RA 9997) to "Act as the primary government agency through which Muslim Filipinos can seek government assistance and redress; serve as the medium through which such assistance may be extended to Muslim Filipinos; xxx;"

**WHEREAS**, Pursuant to Sections 2 and 5 of Presidential Decree No. 291 dated September 12, 1973, as amended by Presidential Decree No. 322 dated October 26, 1973, the Civil Service Commission has approved the request for authority to excuse from office Muslim-Filipinos who are working with the local or the national government in areas throughout the Philippines outside of the autonomous regions during recognized Muslim holidays;

**WHEREFORE**, in view of the foregoing considerations, and upon motion of Commissioner Edilwasif T. Baddiri, duly seconded by Commissioner Hatimil E. Hassan and unanimously approved by the Commission through the majority of the commissioners hereunder;

**RESOLVED**, as it is hereby resolved in requesting all government agencies to comply with said Resolution of the Civil Service Commission for the well-being of Muslim Filipino civil servants and the betterment of the Filipino nation.

APPROVED AND SIGNED by the undersigned Commissioners, this 12th day of January 2012 at Quezon City, Philippines.

  
HON. BAI Omera D. DIANALAN-LUCMAN

Republika ng Pilipinas  
KOMISYON NG SERBISYO SIBIL  
(CIVIL SERVICE COMMISSION)  
Lungsod ng Maynila

(Request for recognition of Muslim  
Holidays in Areas Outside the  
Autonomous Regions)

x-----x

RESOLUTION NO. 81-1277

Pursuant to Sections 2 and 5 of Presidential Decree No., 291 dated September 12, 1973, as amended by Presidential Decree No. 322 dated October 26, 1973, the request for authority to excuse from office Muslim-Filipinos who are working with the local or the national government in areas throughout the Philippines outside of the autonomous regions, is hereby approved in the manner herein under provide:

1. During the (1) Eid-ul-Fitr (Hariraya Pusa); (2) Eid-ul-Adha (Hariraya Haji); (3) Maulod-en-Nabi; (4) Lailatul Isra Wal Miraj; (5) Muharram; and (6) Amon Jaded, Muslims are free from office work the whole day of these holidays without being marked absent.
2. During "Ramadan" the Fasting month (30 days) of the Muslims, the Civil Service official time of 8 o'clock To 12 o'clock and 1 o'clock to 5 o'clock is hereby Modified to 7:30 A.M. to 3:30 P.M. without noon break. And the difference of 2 hours is not counted as under-time.
3. During Friday, the Muslim pray day, Muslims are excused From work from 10 o'clock in the morning to 2 o'clock in the afternoon.
4. In Regions 9 and 12, as authorized by the President him-Self, Offices and/or Agencies of the national and local Governments are closed during the above-mentioned Holidays, therefore, Muslims and non-Muslims are all Excused from work.

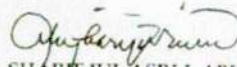
(Signed) ALBINA MANALO-DANS  
Commissioner

(Signed) FILEMON U. FERNANDEZ, JR.  
Commissioner

ATTESTED BY:

(Signed) ALEJANDRO A. MADAMBA  
MSB Commissioner

November 13, 1981, Manila

  
HON. SHARIF JUL ASRI J. ABIRIN  
Commissioner

  
HON. ALLADIN I. AMPATUAN  
Commissioner

  
HON. MONER M. BAJUNAID  
Commissioner

  
HON. EDILWASIF I. BADDIRI  
Commissioner

  
HON. HATIMIL E. HASSAN  
Commissioner

HON. MUFTI G. JAAFAR  
Commissioner

  
HON. RAIDAH B. MAGLANGIT  
Commissioner


  
HON. SULAIMAN C. MUTIA  
Commissioner

Attested to by:

  
SITTI DJALIA A. TURABIN-HATAMAN  
Executive Director

SUBSCRIBED AND SWORN to before me this 5<sup>th</sup> day of February, 2012 in Quezon City, Philippines.

Doc. No. \_\_\_\_\_  
P. \_\_\_\_\_  
AUTHORIZED THRU  
Republic Act No. 9997  
Series of 2012.

  
ARCALA I. MACUD  
Attorney-111  
OFFICE OF THE PRESIDENT  
National Commission on Muslim Filipinos



Republic of the Philippines  
**Department of Education**

FEB 28 2025

DepEd MEMORANDUM

No. **020**, s. 2025

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


To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd) values the right of all teachers, learners, and nonteaching personnel to freely practice and enjoy their religious professions and worship without discrimination or preference under Section 5 of Article III (Bill of Rights) of the 1987 Philippine Constitution.
2. With the upcoming Holy Month of *Ramadan* from **February 28 to March 29, 2025**<sup>1</sup>, DepEd respects the rights of all Muslim personnel to fast during this time without affecting the continuous provision of basic education services to the general public. Alternative Delivery Modes (ADMs) are also recommended for Muslim personnel and learners who are in unusual circumstances, such as fasting throughout the day and praying at night and dawn, especially during the last 10 days of *Ramadan*.
3. In accordance with the government's efforts to recognize and enforce Philippine Muslim holidays, the following policies and resolutions were issued to regulate office hours for Muslim teaching, nonteaching, and related-teaching personnel in the Department during the Holy Month of *Ramadan*, as well as ADMs.
  - 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 3:30 p.m. without a noon break;
  - 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

<sup>1</sup> Based on the issuance of National Commission on Muslim Filipinos (NCMF) titled "Observance of the Holy Month of Ramadhan 1446 HIJRAH" dated 15 January 2025, subject for further issuance of NCMF on the exact date/period of the Holy month of Ramadan.



- c. The ADMs as defined in Annex 3 (Flexible Learning Options: ADMs and Alternative Learning System) of DO 021, s. 2019 titled Policy Guidelines on the K to 12 Basic Education Program. Alternative Delivery Mode caters to learners who are officially enrolled in the formal system but face unique circumstances that hinder them from regularly attending classes in schools.
4. In relation to this, all Muslim personnel across the country under permanent, job-order, contractual, casual, temporary, or contract of service personnel who fast while working during the Holy Month of *Ramadan* are permitted to work under flexible hours that begin from **7:00 to 9:30 a.m.** and end from **3:00 to 5:30 p.m.**, without a noon break, to render a total of eight hours per day.
5. Muslim personnel and learners who are fasting during the day and praying at night and dawn in quest of **Laylatul Qadr** (Night of the Decree) are encouraged to observe ADMs only during the **last 10 days of Ramadan**.
6. Orientation of Muslim parents and learners shall be conducted by the schools on the use of ADM during the last 10 days of *Ramadan*.
7. Immediate dissemination of this Memorandum is desired.

  
**FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff

References:

DepEd Order (Nos. 21 s. 2019; 023, s. 2018; and 16, s. 2009)  
DepEd Memorandum No. 018, s. 2024

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

BUREAUS AND OFFICES  
CELEBRATION AND FESTIVALS  
EMPLOYEES  
OFFICIALS

SCHOOLS  
TEACHERS  
WORK HOURS