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Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF LANA DEL NORTE
PIGCARANGAN, TUBOD, LANA DEL NORTE

March 14, 2024

DIVISION MEMORANDUM

No. 150, s. 2024

DISSEMINATION OF PRESIDENTIAL DECREE NO. 322, s.1973 and 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 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. 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 in 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 this Office through an endorsement from the school head.
5. This Office directs the immediate and wide dissemination of this Memorandum.

EDWIN R. MARIBOJOC EdD, CESO V
Schools Division Superintendent

ATCH: As stated
To be indicated in the Perpetual Index
Under the following subjects:
Division Memorandum Ramadan Flexi Working Hours

SGOD/JMP

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 Rabiul-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>)

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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

(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 Puasa); (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 himself, 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) FLEMON 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 T. BADDIRI
Commissioner


HON. HATIMIL E. HASSAN
Commissioner

HON. MUFTI G. JAAFAR
Commissioner


HON. RAIDAH B. MAGLANGIT
Commissioner



HON. SOLAIMAN C. MUTIA
Commissioner

Attested to by:


SITTI DJALIA A. TURABIN-HATAMAN
Executive Director

SUBSCRIBED AND SWORN to before me this 8th day of February, 2012 in Quezon City, Philippines.

Doc. No. _____
Page No. _____
AUTHORIZED THRU
REPUBLIC ACT NO. 9997
Series of 2012.


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

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

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
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TEACHERS
WORK HOURS



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