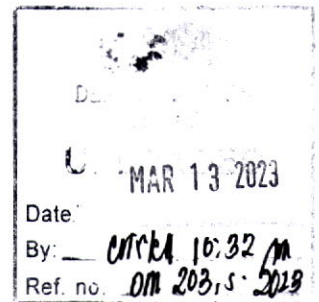




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



10 MARCH 2023

**DIVISION MEMORANDUM**  
DM No. 203, s. 2023

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

**To:** Assistant Schools Division Superintendents  
Division Chiefs and Section/Unit Heads  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. For the information and guidance of all concerned, attached herewith is the **DepEd Memorandum No. 013 S. 2023, OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING AND NONTEACHING PERSONNEL DURING THE MONTH OF RAMADAN from March 23, 2023 to April 21, 2023.**
2. Immediate dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

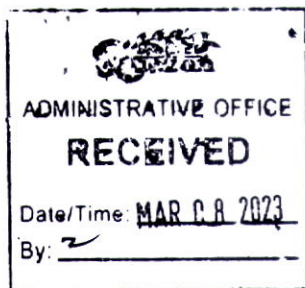
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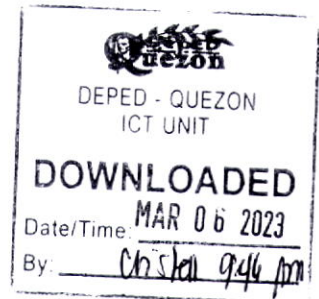


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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



Republic of the Philippines  
Department of Education



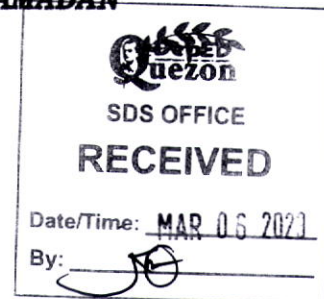
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DepEd MEMORANDUM  
No. **013**, s. 2023

DO 030723 - 108442

**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



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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