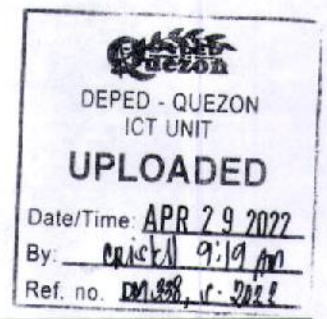




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



26 APRIL 2022

DIVISION MEMORANDUM
DM No. 388, s. 2022

OFFICE HOURS FOR MUSLIMS DURING THE MONTH OF RAMADAN

**To: Assistant Schools Division Superintendents,
CID and SGOD Personnel,
Public Schools District Supervisors,
Elementary and Secondary School Heads/TICs/OICs,
All Others Concerned**

1. Attached herewith is the DepEd Order No. 035 s.2022, the Office Hours for Muslims during the Month of Ramadan.
2. Immediate dissemination of this Memorandum is earnestly desired.

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

Admam04/26/2022

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Education



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DepEd MEMORANDUM
No. 035, s. 2022

OFFICE HOURS FOR MUSLIMS DURING THE MONTH OF RAMADAN

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned



SDS OFFICE

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1. The Department of Education (DepEd) respects the rights of all Filipino Muslims to observe fasting during the month of *Ramadan* from **April 3 to May 3, 2022**.
2. Paragraph 2 of Civil Service Commission (CSC) Resolution No. 81-1277 dated November 13, 1981 and item of Presidential Decree No. 322, s. 1973 have modified 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. 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 an at most six hours of actual classroom teaching and two hours of work within or outside school premises for teaching personnel.
4. Items 4 and 5 of DO 23, s. 2018, titled Implementation of the Flexible Working Hours for the Non-teaching personnel, starts work from 7:00 a.m. to 9:30 a.m. and ends from 4:00 p.m. to 6:30 p.m., to complete the eight hours of work.
5. In view thereof and as has been a policy of the Department, Muslim personnel nationwide who are fasting while working during the month of *Ramadan* are allowed to observe flexible working hours, which start from **7:00 a.m. to 9:30 a.m.** and ends from **3:00 p.m. to 5:30 p.m.**, without noon break, to complete the eight hours of work.
6. Immediate dissemination of this Memorandum is desired.

DepEd Quezon
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[Signature]
LEONOR MAGTOLIS BRIONES
Secretary

References:

DepEd Order: (Nos. 16, s. 2009 and 23, s. 2018)
DepEd Memorandum No. 065 s. 2019

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

BUREAUS AND OFFICES
CELEBRATIONS AND FESTIVALS
EMPLOYEES
OFFICIALS
SCHOOLS
TEACHERS

SMMA/APA/MPC, DM Office Hours of Muslims
0106 - April 11, 2022