



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 164, s. 2025

04 MAR 2025

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

To: **Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary and Secondary School Heads
All Others Concerned**

1. This office hereby disseminates Regional Memorandum No. 324 s. 2025: Observance of Flexible Working Hours for Muslim Teaching and Non-Teaching Personnel during the Holy Month of Ramadan.
2. Attached is the Regional Memorandum for reference.
3. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference: Regional Memorandum No. 324, s. 2025
To be included in the Perpetual Index
Under the following subject:

Flexible Working Hours

OSDS HRMU JMP/Observance of FlexiTime during Ramadan
018/March 4, 2025



Republic of the Philippines
Department of Education
REGION I



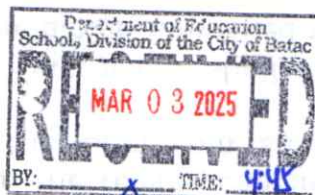
REGIONAL MEMORANDUM

No. 324, s. 2025

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

To: Schools Division Superintendents

1. This has reference to DepEd Memorandum No. 20, s. 2025, titled Observance of Flexible Working Hours for Muslim Teaching and Non-teaching Personnel during the Holy Month of Ramadan which values the right of all teachers, learners, and non-teaching 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, this Office instructs all Schools Division Offices and Schools to implement flexible working hours for Muslim personnel which may begin from 7:00 am to 9:30 am and end from 3:00 pm to 5:30 pm, without a noon break, to render a total of eight hours per day.
3. In addition, 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.
4. For immediate dissemination and compliance.



TOLENTINO G. AQUINO
Director IV

Encl.: As stated
Reference: DM No. 20, s. 2025
To be included in the Perpetual Index
Under the following subjects:

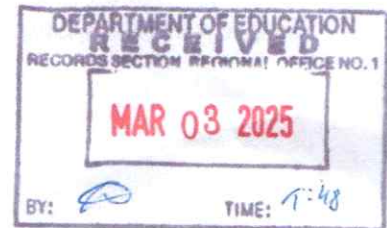
FLEXIBLE WORKING HOURS

CLMD/rblj/RM_FlexibleWorkingHoursforMuslimTeachingandNon-teachingPersonnel
March 3, 2025





Republic of the Philippines
Department of Education



FEB 28 2025

DepEd MEMORANDUM

No. **000**, 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**¹, 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

¹ Based on the issuance of National Commission on Muslim Filipinos (NCMF) titled "Observance of the Holy Month of Ramadan 1446 HJ/RAH" 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