DIVISION MEMORANDUM
No. 39 , s. 2017

To : Chief – Curriculum Implementation Division
    Chief - School Governance & Operations Division
    Public Schools District Supervisors
    Elementary School Principals/School Heads
    Junior High School Principals/School Heads
    Senior High School Principal Stand-Alone

From : FELICIANO A. TAMONDONG, JR., Ed.D., CESO VI
       Assistant Schools Division Superintendent
       OIC-SDS

Subject: OFFICE HOURS FOR MUSLIMS DURING THE MONTH OF RAMADAN

Date : May 24, 2017

1. Attached is the Regional Memorandum No. 128, s. 2017 re: “Office Hours for Muslims During the Month of Ramadan” as pursuant to Department of Education Memorandum No. 92, s. 2017 dated May 10, 2017.

2. More details are contained in the enclosures.

3. For your information and compliance.
OFFICE HOURS FOR MUSLIMS DURING THE MONTH OF RAMADAN

1. The Department of Education (DepEd) respects the rights of all Filipino Muslims to observe the Ramadan by fasting from May 27, 2017 to June 25, 2017.

2. Having adopted a flexible time for all its employees since 1998, this Department shall allow Filipino Muslims who are fasting while working, whether in the central office or in local/field offices nationwide, to start rendering their services between 7:00 a.m. and 9:00 a.m., but not later than 9:00 a.m. until such time when they complete the eight working hours without a.m., noon or p.m. breaks which is equivalent to two hours daily during weekdays. This is to ensure continuous, prompt and efficient delivery of public services in basic education.

3. In previous years, all Filipino Muslims who were working in local or national government offices outside the autonomous regions nationwide, and who were fasting during the month of Ramadan rendered their services from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m. as their official time. However, the said official time was modified from 7.30 a.m. to 3:30 p.m. without noon break. The difference of two hours is not counted as undertime by the Civil Service Commission (CSC) under Paragraph 2 of its Resolution No. 81-1277 dated November 13, 1981, 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.

4. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. MUTOT
Undersecretary
Officer-in-Charge

References:
DepEd Memorandum No. 87, s. 2016
Office Order dated April 4, 1998
To be indicated in the Perpetual Index under the following subjects:

CELEBRATIONS AND FESTIVALS
EMPLOYEES
OFFICIALS
SERVICE

MCH/DDM Office hours during Ramadan
0410-May 8, 2017
DepEd Complex, Meralco Avenue, Pasig City 1600 033-7208/0337228/052-1361 636-4876/637-6209 www.deped.gov.ph
REGIONAL MEMORANDUM
No. 128 s. 2017

OFFICE HOURS FOR MUSLIMS DURING THE MONTH OF RAMADAN

TO: SCHOOLS DIVISION SUPERINTENDENTS/
OIC-SCHOOLS DIVISION SUPERINTENDENTS

1. Herewith is Department Memorandum No. 92, S. 2017 dated May 10, 2017 entitled: "Office hours for Muslims during the month of Ramadan".

2. More details are contained in the enclosures.

3. For immediate dissemination.

ALBERTO P. ESCOBARTE, CESO III
Regional Director

Incl.: As stated
References: DepEd Order No. 87, s. 2016
DepEd Memo No. 92, s. 2017
To be indicated in the Perpetual Index under the following subjects

CELEBRATIONS CURRICULUM SERVICE TEACHER

RECORDS SECTION
RELEASED

By: ____________________________
Date: 5/23/17 Time: ____________________________