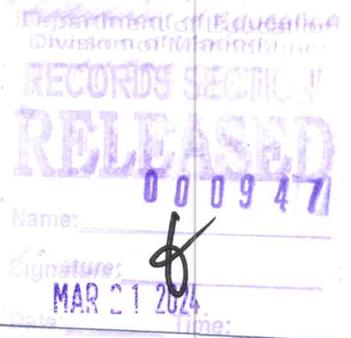




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

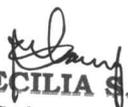


DIVISION MEMORANDUM

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM : **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

For the SDS:


MA. CECILIA S. MANAY
Chief, School Governance Operations Division
Officer-In-Charge

SUBJECT : **OBSERVANCE OF FLEXIBLE WORKING HOURS AND
ALTERNATIVE DELIVERY MODES (ADM_s) FOR MUSLIM
TEACHING AND NON-TEACHING PERSONNEL DURING THE
HOLY MONTH OF RAMADAN**

DATE : March 20, 2024

Please find attached DepEd Memorandum No. 18, s. 2024 and Regional Memorandum ASD-2024-024 recognizing 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, for information, guidance, and reference of all concerned.

Attention is invited to Paragraph 2 of the DepEd Memorandum indicating the period of the Holy Month of Ramadan and Regional Memorandum Items 4, 5 and 6 indicating the time of work under flexible hours.

Immediate dissemination of the contents of this Memorandum is desired.

*DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



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Republic of the Philippines
Department of Education
MIMAROPA REGION

10-1321

J.

3/18/24

Administrative Division

MEMORANDUM
ASD-2024-024

TO: **ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL REGIONAL OFFICE PERSONNEL
ALL OTHERS CONCERNED**

FROM : **NICOLAS T. CAPULONG, PhD, CESO III**
Director IV
Regional Director

SUBJECT : **OBSERVANCE OF FLEXIBLE WORKING HOURS AND
ALTERNATIVE DELIVERY MODES (ADM_s) FOR MUSLIM
TEACHING AND NON-TEACHING PERSONNEL DURING
THE HOLY MONTH OF RAMADAN**

DATE : **March 15, 2024**

In line with the issuance of DepEd Memorandum No. 018, s. 2024 dated March 11, 2024 (copy attached for reference), this is to reiterate content of the following items of the said correspondence:

Item 4 – "...all Muslim teaching and non-teaching personnel across the country who fast while working during the Holy month of Ramadan, are permitted to work under flexible hours that begin 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 a total of eight hours of work per day."

Item 5 – "Muslim teachers 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.**"

Item 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."

Immediate dissemination of this Memorandum is desired.

ASD/EPP



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Republic of the Philippines
Department of Education

MAR 11 2024

DepEd MEMORANDUM
No. **018**, s. 2024

**OBSERVANCE OF FLEXIBLE WORKING HOURS AND ALTERNATIVE DELIVERY
MODES 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
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) recognizes 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 **March 11 to April 9, 2024**, DepEd respects the rights of all Muslim teaching and nonteaching professionals to fast during this period without jeopardizing the continued delivery of basic education services to the general public. Alternative Delivery Modes (ADMs) are also recommended for Muslim learners and teachers who are in unique circumstances observing fasting in the daytime and performing prayer at night and dawn, particularly 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 and nonteaching 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 modify 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 [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;
 - c. Items 4 and 5 of DO 023, s. 2018 (Implementation of the Flexible Working Hours for the Nonteaching 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. and

d. ADMs as defined in Annex 3 (Flexible Learning Options: ADMs and ALS) of DO 21, s. 2019 titled Policy Guidelines on the K to 12 Basic Education Program. ADM 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 teaching and nonteaching personnel across the country who fast while working during the Holy Month of *Ramadan* are permitted to work under flexible hours that begin 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 a total of eight hours of work per day.

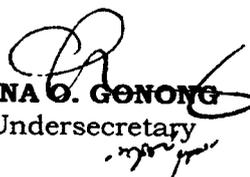
5. Muslim teachers and learners who are fasting during the day and praying at night and dawn in quest of *Laylatul Qadr* (Night of the Decree) are encouraged to observe ADMs only during the **last 10 days of Ramadan**.

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.

By Authority of the Secretary:




GINA O. GONONG
Undersecretary

References:

DepEd Order (Nos. 21, s. 2019; 023, s. 2018; and 16, s. 2009)
DepEd Memorandum No. 013, s. 2023

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

BUREAUS AND OFFICES
CELEBRATIONS AND FESTIVALS
EMPLOYEES
OFFICIALS
SCHOOLS
TEACHERS
WORK HOURS