



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
<DIVISION OF CEBU PROVINCE>

**Office of the Schools Division
Superintendent**

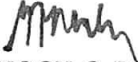
DIVISION MEMORANDUM

No. 149, s. 2024

**OBSERVANCE OF FLEXIBLE WORKINGHOURS FOR MUSLIM TEACHING AND
NON-TEACHING PERSONNEL DURING THE MONTH OF RAMADAN**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors/Coordinators
Public Schools District Supervisors/OICs
Public Elementary and Secondary School Heads

1. Attached is a copy of Regional Memorandum No. 225, s. 2024, entitled, **“Observance of Flexible Working Hours for Muslim Teaching and Non-Teaching Personnel During the Month of Ramadan”**.
2. Immediate and wide dissemination of this Memorandum is desired.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent ✓



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Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. 225 s.2024

13 MAR 2024

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

TO: Schools Division Superintendents
Asst. Schools Division Superintendents
All Others Concerned

1. For the information and guidance of all concerned, attached is a copy of Memorandum No. 018, S.2024 entitled "Observance of Flexible Working Hours for Muslim Teaching and Non-Teaching Personnel during the Holy Month of Ramadan" signed by Gina O. Gonong, Undersecretary for Curriculum and Teaching.
2. Immediate and wide dissemination of this Memorandum are highly directed.

SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

SECRETARY GENERAL

d. ADMs as defined in Annex 1 of Flexible Learning Options, ADMs and MLO of DepEd Order No. 27, s. 2018 and Policy Guidelines on the Flexible Base of the OIC-500 Program. ADM refers to learners who are officially enrolled in the technical system but face unique circumstances that render them from regularly attending classes in schools.

4. In relation to this, all Muslim teachers and parents/aggrieved persons within the country who fast while working during the Holy Month of *Ramadan* are permitted to work under fixed 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. with one noon break to render a total of eight hours of work per day.

5. Missing to work by Muslims who are fasting during the day of *Tarawih* at night and *Laylatul Qadr* (Night of the Decree) are also permitted to work during the last 10 days of *Ramadan*.

6. Orientation of Muslim parents and learners shall be conducted by the concerned office use of ADM during the last 10 days of *Ramadan*.

7. Immediate dissemination of this Memorandum is directed.

By Authority of the Secretary:



GINA O. GONONG
Undersecretary

References

- Department Order (No. 27, s. 2018) ADMs, 2018 and DepEd Order
- DepEd Memorandum No. 017, s. 2017

To be published in the Department Order
under the tagwork/supervisor

BUREAUS AND OFFICES
CELEBRATIONS AND FESTIVALS
EMPLOYEES
OFFICIALS
SCHOOLS
TEACHERS
WORKHOUSES