



Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OFFICE OF DAVAO ORIENTAL

**DIVISION MEMORANDUM**  
No. 029, s. 2024

**OBSERVANCE OF FLEXIBLE WORKING HOURS AND ALTERNATIVE  
DELIVERY MODES FOR MUSLIM TEACHING AND NONTEACHING PERSONNEL  
DURING THE HOLY MONTH OF RAMADAN**

To : Assistant Schools Division Superintendent  
Chiefs – SGOD & CID  
Education Program Supervisors  
Division Subject/Program Coordinators  
Public Schools District Supervisor  
Public School Heads  
All Others Concerned

Date : March 12, 2024

In reference to DepEd Memorandum No. 018, s. 2024 dated March 11, 2024 known as Observance of Flexible Working Hours and Alternative Delivery Modes for Muslim Teaching and Non-teaching Personnel during the Holy Month of *Ramadan*, all concerned are hereby advised to read and understand carefully the content of the DM No. 018 s. 2024 stated below:

*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.*

*With the ongoing 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.*

*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*



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*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 noon break;*

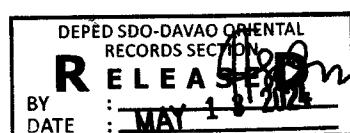
- b. Item 2 of DepEd Order (DO) No. 16, s. 2009 (Addendum to DepEd Memorandum No. 291, s. 2008 (Guidelines for the Implementation of CSC resolution No. 080096 on Working Hours for Public School Teachers) requires six hours of actual classroom teaching and two hours of work within or outside school premises 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.*

*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**.*

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

In relation to this, all Muslim teaching and nonteaching personnel in the Schools Division of Davao Oriental 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.

Immediate dissemination of this memorandum is desired.



**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent

*Enclosed: As stated  
abp*



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