



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

MAR 03 2025

DIVISION MEMORANDUM

No. 025, s. 2025

**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
Public Schools District Supervisor
Public & Private School Heads
All Others Concerned

Date : February 27, 2025

In reference to DepEd Memorandum No. 020, s. 2025 dated February 28, 2025 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. 020 s. 2025 stated below:

The Department of Education (DepEd) 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.

*With the ongoing Holy Month of Ramadan from **February 28 to March 29, 2025**, DepEd respects the rights of all Muslim personnel to fast during this period 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.*

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 non-teaching, and teaching-related 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



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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;

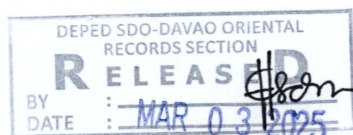
- b. Item 2 of DepEd Order (DO) No. 16, s. 2009 (Addendum to DepEd Memorandum No. 291, s. 2008 (Guidelines for the Implementation of CSC resolution No. 080096 on Working Hours for Public School Teachers) requires six hours of actual classroom teaching and two hours of work within or outside school premises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

*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 noon break, to render a total of eight hours of work per day.*


*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.

Immediate dissemination of this Memorandum is desired.



2 P.m


DR. JOSEPHINE L. FADUL
Schools Division Superintendent

Enclosed: As stated
abp



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