



Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 110, s.2025

**OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING AND  
NON-TEACHING PERSONNEL OF DEPED VIGAN DURING THE HOLY MONTH OF  
RAMADAN**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Unit and Section Heads  
Public School Heads  
All Teaching and Non-Teaching Personnel

1. Section 5 of Art. III of the 1987 Constitution provides for the free practice of religious freedom and worship without discrimination or preference.
2. DepEd Memorandum No. 20 s. 2025 provides for the Observance of Flexible Working Hours for Muslim Teaching and Non-teaching personnel during the Holy Month of Ramadan.
3. In line with this, the Department of Education Region 1 released RM No. 324 s. 2025 which provides for instructions to implement flexible working hours for Muslim personnel which may begin from 7:00 am to 9:30 am and end from 3:00 pm to 5:30 pm, without a noon break, to render a total of eight hours per day.
4. Learners who are fasting during the day and praying at night and dawn are encourage to observe ADMs only during the last 10 days of Ramadan.
5. This Division instructs school administrative officers to submit the list of names of Muslim personnel to this office.
6. For widest dissemination, information, guidance, and strict compliance.



**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**  
 REGION I

2025 - 374



**REGIONAL MEMORANDUM**

No. 324, s. 2025

**OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM  
 TEACHING AND NON-TEACHING PERSONNEL DURING  
 THE HOLY MONTH OF RAMADAN**

To: Schools Division Superintendents

1. This has reference to DepEd Memorandum No. 20, s. 2025, titled Observance of Flexible Working Hours for Muslim Teaching and Non-teaching Personnel during the Holy Month of Ramadan which 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.

2. With the upcoming Holy Month of Ramadan from February 28 to March 29, 2025, this Office instructs all Schools Division Offices and Schools to implement flexible working hours for Muslim personnel which may begin from 7:00 am to 9:30 am and end from 3:00 pm to 5:30 pm, without a noon break, to render a total of eight hours per day.

3. In addition, Muslim personnel 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.

4. For immediate dissemination and compliance.

**TOLENTINO G. AQUINO**  
 Director IV

Encl.: As stated  
 Reference: DM No. 20, s. 2025  
 To be included in the Perpetual Index  
 Under the following subjects:

**FLEXIBLE WORKING HOURS**

CLMD/rblj/RM\_FlexibleWorkingHoursforMuslimTeachingandNon-teachingPersonnel  
 March 3, 2025



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Republic of the Philippines  
Department of Education



FEB 28 2025

DepEd MEMORANDUM  
No. 000, s. 2025

**OBSERVANCE OF FLEXIBLE WORKING HOURS 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  
All Others Concerned

1. The Department of Education (DepEd) values 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 **February 28 to March 29, 2025**<sup>1</sup>, DepEd respects the rights of all Muslim personnel to fast during this time 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*.
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, nonteaching, and related-teaching 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 modifies 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 titled 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

<sup>1</sup> Based on the issuance of National Commission on Muslim Filipinos (NCMF) titled "Observance of the Holy Month of *Ramadhan* 1446 HURAJI" dated 15 January 2025, subject for further issuance of NCMF on the exact date/period of the Holy month of *Ramadhan*.



- 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. Alternative Delivery Mode 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 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 a noon break, to render a total of eight hours per day.
5. Muslim personnel 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.

  
**FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff

References:

DepEd Order (Nos. 21 s. 2019; 023, s. 2018; and 16, s. 2009)  
DepEd Memorandum No. 018, s. 2024

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

BUREAUS AND OFFICES  
CELEBRATION AND FESTIVALS  
EMPLOYEES  
OFFICIALS

SCHOOLS  
TEACHERS  
WORK HOURS