



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

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August 2, 2013

DIVISION MEMORANDUM

No. 199 s. 2013

OFFICE HOURS FOR MUSLIM DURING THE MONTH OF RAMADAN

To : Promotional Staff
Public Schools District Supervisors
Elementary and Secondary School Heads
Section Heads and Staff
All Others Concerned

Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 8/2/13 Time: 1:20PM
By: [Signature]

1. As embodied in DepEd Memorandum No. 13, s. 2013, this Office hereby reiterates that the Department of Education (Deped) respects the rights of all Filipino Muslims to observe the *Ramadan* by fasting from July 9, 2013 to August 7, 2013.
2. It is further reiterated that having adopted a *flexible time* for all its employees since 1998, this Department shall allow Filipino Muslims who are fasting while working, whether in the Central Office or in local/field offices nationwide, to start rendering their services between 7:00AM and 9:00AM (but not later than 9:00AM) until such time when they complete the eight working hours without noon, a.m. and p.m. breaks that are equivalent to two hours daily during weekdays. This is to ensure continuous, prompt and efficient delivery of public services in basic education.
3. Previously, all Filipino Muslims who are working in local or national government offices in areas outside the autonomous regions throughout the country and who are fasting during the month of *Ramadan* rendered their services from 8:00AM to 12:00Noon and from 1:00PM to 5:00PM as their official time. However, the said official time was modified to 7:30AM-3:30PM without noon break and the difference of two hours is not *counted as undertime* by the Civil Service Commission under Paragraph 2 of the Resolution No. 81-1277 dated November 13, 1981, pursuant to Sections 2 and 5 of Presidential Decree No. 292 dated September 12, 1973, as amended by Presidential Decree No. 322 dated October 26, 1973.
4. For information, guidance, and widest dissemination.

[Signature]
EDILBERTO L. OPLENARIA
Schools Division Superintendent

Encl.:
As stated

Copy furnished:
Records Section

To be posted in the Division Website



Republic of the Philippines
Department of Education

29 JUL 2013

DepEd MEMORANDUM
No. 133, s. 2013

OFFICE HOURS FOR MUSLIMS DURING THE MONTH OF RAMADAN

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. The Department of Education (DepEd) respects the rights of all Filipino Muslims to observe the *Ramadan* by fasting from July 9, 2013 to August 7, 2013.
2. Having adopted a *flexible time* for all its employees since 1998, this Department shall allow Filipino Muslims who are fasting while working, whether in the central office (CO) or in local/field offices nationwide, to start rendering their services between 7:00 a.m. and 9:00 a.m. (but not later than 9:00 a.m.) until such time when they complete the eight working hours without noon, a.m. and p.m. breaks that are equivalent to two hours daily during weekdays. This is to ensure continuous, prompt and efficient delivery of public services in basic education.
3. Previously, all Filipino Muslims who are working in local or national government offices in areas outside the autonomous regions throughout the country and who are fasting during the month of *Ramadan* rendered their services from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m. as their official time. However, the said official time was modified to 7:30 a.m. - 3:30 p.m. without noon break and the difference of two hours is not counted as *undertime* by the Civil Service Commission (CSC) under Paragraph 2 of its Resolution No. 81-1277 dated November 13, 1981, pursuant to Sections 2 and 5 of Presidential Decree No. 291 dated September 12, 1973, as amended by Presidential Decree No. 322 dated October 26, 1973.
4. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

References: DepEd Memorandum: No. 130, s. 2012
Office Order dated April 4, 1998

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

CELEBRATIONS & FESTIVALS

EMPLOYEES

OFFICIALS

Model: Ramadhan
0619-July 4, 2013/7-12/7-26