



**DEPARTMENT OF EDUCATION**  
Region X-Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Corner Don Carlos-Guingona Sts., City of Malaybalay  
Contact Numbers: 813-2894, 221-4597



July 1, 2014


DepEd-MALAYBALAY CITY DIVISION  
015  
RELEASED

Date: 7/1/14 Time: 10:46AM  
Analyst

**DIVISION MEMORANDUM**  
No. 189 S. 2014

**DISSEMINATION OF DEPED MEMORANDUM NO. 69, S. 2014 RE: OFFICE HOURS  
FOR MUSLIMS DURING THE MONTH OF RAMADAN**

**TO :** Promotional Staff  
Public School  
Elementary and Secondary Heads  
Section Heads and Staff  
All Others Concerned

**FROM :**   
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

1. For information and guidance of all concerned, this Office hereby disseminates the herein DepEd Memorandum No. 69, s. of 2014 re: Office Hours for Muslims during the month of Ramadan.
2. As reiterated in this memo,
  - a. The Department of Education (DepEd) respects the rights of all Filipino Muslims to observe the *Ramadan* by fasting from June 28, 2014 to July 27, 2014.
  - b. Having adopted a *flexible time* for all the employees since 1998, this Department shall allow the Filipino Muslims who are fasting while working, whether in the central office or in local/fields offices nationwide, to start the 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 a.m., noon, and p.m. breaks equivalent to two hours daily during weekdays. This to ensure continuous, prompt and efficient delivery of public services in basic education.
  - c. In previous years, all Filipino Muslims who are working in local or national government offices outside the autonomous regions nationwide and who are fasting during the month of *Ramadan* have 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. The difference of two hours is not counted as *undertime* by the Civil Service Commission 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.
3. For widest dissemination.

Encl:  
As stated

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Records Section

TO BE POSTED IN THE WEBSITE



Republic of the Philippines  
**Department of Education**

ONE - 257591


DepEd MEMORANDUM  
No. **69**, s. 2014

25 JUN 2014

**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 **June 28, 2014 to July 27, 2014**.
2. Having adopted a *flexible time* for all its employees since 1998, this Department shall allow the Filipino Muslims who are fasting while working, whether in the central office or in local/field offices nationwide, to start rendering their services **between 7:00 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 a.m., noon, and p.m. breaks equivalent to two hours daily during weekdays. This is to ensure continuous, prompt and efficient delivery of public services in basic education.
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4. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. MUYOT**  
Undersecretary  
Officer-In-Charge

Reference: DepEd Memorandum: No. 133, s. 2013  
Office Order dated April 4, 1998

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

CELEBRATIONS AND FESTIVALS

EMPLOYEES

OFFICIALS

Made: Ramadan  
0400 June 24, 2014