



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

March 18, 2024

REGION MEMORANDUM
AD-2024-015

**ADOPTION OF INTERIM FLEXIBLE WORKING HOURS AND ALTERNATIVE
DELIVERY MODES FOR MUSLIM PERSONNEL AND LEARNERS
DURING THE HOLY MONTH OF RAMADAN**

To: Schools Division Superintendents
All Others Concerned

1. Pursuant to DepEd Memorandum No. 018, s. 2024, titled Observance of Flexible Working Hours and Alternative Delivery Modes for Muslim Teaching and Nonteaching Personnel during the Holy Month of *Ramadan* and putting premium to the **fasting season during Ramadan**, the Department of Education SOCCSKSARGEN Region recognizes the right of all **teaching, non-teaching** personnel and **learners** to freely perform their **religious professions and worship** without discrimination or preference under Section 5 of Article III (Bill of Rights) of the 1987 Philippine Constitution.

2. All Muslim teaching and non-teaching personnel and learners observing fasting in the daytime and performing prayers at night and dawn during the period of the holy month of Ramadan should adopt the **Flexible Learning Options (Alternative Delivery Modes - ADMs)** without jeopardizing the continued delivery of basic education services.

3. To institutionalize relevant and appropriate flexible work arrangements as per CSC MC No. 06, s. 2022 and in accordance with the government's effort to recognize and enforce regulations, the following policies and resolutions were issued to regulate office working hours for Muslim teaching and non-teaching personnel and learners in the Department during the Holy Month of Ramadan:

a. **Modifying the official hours of work to allow Muslim personnel observing fasting for the month of Ramadan to render eight hours of work from 7:30 a.m. to 3:30 p.m. without noon break and the difference of 2 hours is not counted as undertime** as reflected in Paragraph 2 of Civil Service Commission (CSC) Res. No. 81-1277 dated Nov. 13, 1981, and Item 3 of Pres. Decree No. 322, s. 1973);

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

c. **Requires completion of eight (8) 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.** (Items 4 and 5 of



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

DO 023, s. 2018 (Implementation of the Flexible Working Hours for the Non-Teaching Personnel);

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 **caters to learners who are officially enrolled in the formal system but face unique circumstances that hinder them from regularly attending classes in schools;** and

e. During **Friday's Muslim Pray day**, all Muslims are excused from work from **10:00 a.m. to 2:00 p.m.** **CSC Res. No. 00-0227** clarifies that the term "**FRIDAY**" in the **CSC Res. No. 81-1277** is not limited during the **Ramadan** month but to all Fridays of the calendar year to ensure the required forty (40) hours workweek completion.

4. Hence, all Muslim teaching and non-teaching personnel at all levels of governance who are fasting while working during the **Holy Month of Ramadan** are allowed to work under **flexible working hours** that shall not start earlier than **7:00 a.m. to 9:30 a.m. and end from 3:00 p.m. to 5:30 p.m.**, without noon break, and to render a total of **eight (8) hours of work per day.**

5. Furthermore, Muslim teachers and learners who are fasting during the day and praying at night and dawn, **practicing Laylatul Qadr (Night of the Decree)** are encouraged to **adopt the flexible learning options (ADM)s only during the last 10 days of Ramadan.**

6. The **Schools Division Office in coordination with the School personnel** shall conduct orientation on Flexible Learning Options using Alternative Delivery Modes (ADM)s for Muslim parents and learners.

7. The **Region and Division Offices and all public schools** in collaboration with the **Personnel Section/Unit and Administrative Officer II** at the school level shall ensure the compliance of this provision and monitor a continuous delivery of education services.

8. For dissemination, information and guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enc.: None

Reference: DepEd Memorandum No. 018, s. 2024 and CSC Advisory

Allotment: None

To be indicated in the Perpetual Index under the subject:

LEARNERS

PERSONNEL

EBA/AD-P/RM/ADOPTION OF INTERIM FLEXIBLE WORKING HOURS AND ALTERNATIVE DELIVERY MODES FOR MUSLIM PERSONNEL AND LEARNERS DURING THE HOLY MONTH OF RAMADAN/009/March 18, 2024