Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
008741
BY: DATE:
MAR 09 2026

REGIONAL MEMORANDUM
No. 317, s. 2026

OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING AND NONTEACHING PERSONNEL DURING THE MONTH OF RAMADAN

To: Schools Division Superintendents

1. This has reference to DepEd Memorandum No. 17, s. 2026 on the Observance of Flexible Working Hours for Muslim Teaching and Nonteaching Personnel During the Month of Ramadan.

2. This Office requests all Schools Division Offices to permit to work under flexible working hours to Muslim personnel whether permanent, job order, contractual, temporary, or under a contract of service, and who are observing the fast while working during the Holy Month of Ramadan that begin from 7:00 AM to 9:00 AM and end from 3:00 PM to 5:00 PM, without a noon break to render a total of eight (8) hours per day.

3. All DepEd Muslim personnel and learners who are fasting during the day and praying at night and at dawn in quest of *Laylatul Qadr* (Night of Decree) are encouraged to observe ADMs only during the last ten (10) days of Ramadan.

4. Attached is the DepEd Memorandum for further guidance on the implementation of the flexible working hours for Muslim personnel.

5. For information.

For the Regional Director:

RHODA T. RAZON
Director III

Encl.: Memorandum
Reference: DM No. 17, s. 2026
To be indicated in the Perpetual Index
Under the following subject:

FLEXIBLE WORKING HOURS

CLMD/rblj/RM_ObservanceofFlexibleWorkingHoursforMuslimTeachingamdNonteachingPersonnelduringRamadan
March 9, 2026

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Republic of the Philippines
Department of Education

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DepEd MEMORANDUM
No. 017 , s. 2026

OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING AND NONTEACHING PERSONNEL DURING THE HOLY MONTH OF RAMADAN

To: Undersecretaries
Assistant Secretaries
Minister of Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
Attached Agencies
All Others Concerned

1. The Department of Education (DepEd) recognizes and upholds the right of all teachers, learners, and nonteaching personnel to freely exercise their religion and observe their faith without discrimination or favoritism, in accordance with Section 5, Article III (Bill of Rights) of the 1987 Philippine Constitution.

2. The **Holy Month of *Ramadan***, beginning on **February 19, 2026**, and concluding on **March 20, 2026**[1], with dates subject to the sighting of the moon, is recognized by the Department. DepEd respects the rights of all Muslim personnel to observe fasting during this period while ensuring the uninterrupted delivery of basic education services. Alternative Delivery Modes (ADMs) are encouraged for Muslim personnel and learners who may face unique circumstances, such as fasting during the day and performing prayers at night and at dawn, particularly during the last ten 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 the implementation of ADMs.

   a. Paragraph No. 2 of Civil Service Commission (CSC) Resolution No. 81-1277, dated November 13, 1981, and Item No. 3 of Presidential Decree No. 322, s. 1973, modify the official hours of work to allow Muslim personnel observing the fast during the month of *Ramadan* to render work hours from 7:30 a.m. to 3:30 p.m. without a noon break;

   b. 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

[1] Based on the issuance of National Commission on Muslim Filipinos (NCMF) Memo dated 17 February, 2026. Subject for further issuance of NCMF on the exact period of the Holy month of Ramadan.

c. ADMs, as defined in Annex 3 (Flexible Learning Options: ADMs and Alternative Learning System) of DO 021, s. 2019 (Policy Guidelines on the K to 12 Basic Education Program), cater 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 DepEd Muslim personnel nationwide, whether permanent, job order, contractual, temporary, or under a contract of service, and who are observing the fast while working during the Holy Month of *Ramadan*, are permitted to work under flexible working hours that begin from **7:00 AM** to **9:00 AM** and end from **3:00 PM** to **5:00 PM**, without a noon break to render a total of eight (8) hours per day.

5. All DepEd Muslim personnel and learners who are fasting during the day and praying at night and at dawn in quest of ***Laylatul Qadr*** (Night of Decree) are encouraged to observe ADMs only during the **last ten days of *Ramadan*.**

6. An orientation for Muslim parents and learners shall be conducted by the schools on the use of ADMs before the last ten days of *Ramadan*.

7. For more information, please contact the **Bureau of Human Resource and Organizational Development-Personnel Division**, 2nd Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at bhrod.pd@deped.gov.ph.

8. Immediate dissemination of this Memorandum is hereby directed.

By Authority of the Secretary:

WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational
Development and Infrastructure

References:
DepEd Order (Nos. 021, s. 2019; 023, s. 2018; and 16, s. 2009)
DepEd Memorandum Nos. 020, s. 2025; 018 s. 2024; and 013, s. 2023

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

BUREAUS AND OFFICES
CELEBRATIONS AND FESTIVALS
EMPLOYEES
OFFICIALS
SCHOOLS
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WORK HOURS