



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF PANABO CITY**

81868

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID – 2025 - 0180

To : **Assistant Schools Division Superintendent  
Chief of Curriculum Implementation Division (CID)  
Chief School Governance and Operation Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Principals, Head  
Teachers, School Heads and all Concerned**

Subject : **DISSEMINATION OF DEPED MEMORANDUM NO. 020, S.  
2025**

Date : **March 12, 2025**

1. Herewith are DepEd Memorandum No. 020, s 2025 dated February 28, 2025 from Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff and Regional Memorandum AD-2025-038 dated March 6, 2025, relative to the Observance of Flexible Working Hours for Muslim Teaching and Non-Teaching Personnel during the Holy Month of Ramadan.
2. Attached are the DepEd Memorandum and Regional Memorandum for more details.
3. For immediate dissemination and compliance

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**MAR 13 2025**

RECORDS SECTION, SDO PANABO CITY  
BY 



Schools Division of Panabo City  
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**Empowering Champions in Education**  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.



**DEPARTMENT OF EDUCATION**

**MEMORANDUM**

**ANNOUNCEMENT OF DEPED MEMORANDUM NO. 020, S. 2025**

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions

1. Herewith is the DepEd Memorandum No. 020, s. 2025 dated February 20, 2025 from Faima Lipp D. Panontongan, Undersecretary and Chief of Staff, relating to the **Observance of Flexible Working Hours for Muslim Teaching and Non-Teaching Personnel during the Holy Month of Ramadan**, contents of which are self-explanatory.
2. For information and compliance.

**ALLAN G. BACOLODO**  
Director  
2/21

Received: As stated

ADM/PDN

RECEIVED  
2025  
RELEASED  
2025



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

**March 06, 2025**

**REGIONAL MEMORANDUM**  
AD-2025-038

**DISSEMINATION OF DEPED MEMORANDUM NO. 020, S. 2025**

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions

1. Herewith is the DepEd Memorandum No. 020, s. 2025 dated February 28, 2025 from Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff, relative to the Observance of Flexible Working Hours for Muslim Teaching and Non-Teaching Personnel during the Holy Month of Ramadan, contents of which are self-explanatory.
2. For information and compliance.

**ALLAN G. FARNAZO**  
Director  
*[Handwritten signature]*

Enclosed: As stated

ROA6/PS/jlj

3.10.2025 47041



Republic of the Philippines  
Department of Education

FEB 28 2025

DepEd MEMORANDUM

No. 020, 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) issued "Observance of the Holy Month of *Ramadan*" (DARMM) dated 25 January 2025, subject for further issuance of NCMF on the exact date/period of the Holy month of *Ramadan*.

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	SCHOOLS
CELEBRATION AND FESTIVALS	TEACHERS
EMPLOYEES	WORK HOURS
OFFICIALS	



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**  
DAVAO REGION



✓  
4/18/25  
2.8.25  
4.28  
DAONG PILIPINAS

MEMORANDUM DDZ  
S. 2025

REGIONAL OFFICE MEMORANDUM



To : ALL CONCERNED  
Subject : OBSERVANCE OF THE HOLY MONTH OF RAMADHAN 1446 HIJRAH  
DATE : February 14, 2025

In view of Memorandum No.M25-01-0074, issued by the National Commission on Muslim Filipinos Secretary Sabuddin N. Abdurahim, the observance of the Holy Month of Ramadhan 1446H is projected to start on the 1<sup>st</sup> day of March 2025, subject to the result of the moon-sighting on the 29<sup>th</sup> day of Sha'aban, corresponding to February 28, 2025. As such, all concerned Muslim government officials and employees are hereby advised to observe the modified office hours as provided for in Civil Service Resolution No. 81-1277 dated November 13, 1981, quoted hereafter;

"During Ramadhan, the fasting month (30 days for the Muslims), the Civil Service Official Time of 8:00 AM to 12:00NN and 1:00 PM to 5:00 PM is hereby modified to 7:30 AM to 3:30PM without noon break and the difference of two hours is not counted as undertime".

For information and guidance.

ARCH. SHERRILA PORZA-SAWAH, UAP, CESE  
Regional Director