



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

03 Mar 2025


**DIVISION MEMORANDUM**

No. **036** , s. 2025

OBSERVANCE OF MODIFIED WORKING HOURS FOR ALL MUSLIM DEPED  
SARANGANI PERSONNEL DURING THE HOLY MONTH OF RAMADAN

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section and Unit Heads and Staff  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In observance of the Holy Month of Ramadan which started on March 2, 2025, all Muslim DepEd Sarangani employees shall observe the following:
  - 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 modified 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 noon break; and
  - 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.
2. For inquiries, contact Mr. Roel D. Balbareno at 0946-406-1747.
3. Widest dissemination of this Memorandum is desired.

  
**ATTY. NELYN B. FRINAL, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl.: N o n e  
Reference: As stated  
To be indicated in the Perpetual Index



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under the following subjects:

CELEBRATIONS AND FESTIVALS  
WORK HOURS

RDB/OSDS-PU/DM – observance of modified working hours for all muslim deped  
sarangani personnel during the holy month of ramadan  
0236/March 3, 2025



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