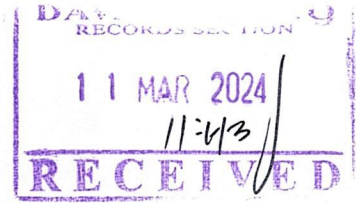




Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DE ORO



March 11, 2024

**DIVISION MEMORANDUM**

No. 201, s. 2024

**MODIFIED WORKING HOURS IN THE HOLY MONTH OF RAMADAN  
OF ALL GOVERNMENT MUSLIM EMPLOYEES**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/  
District Coordinating Principals  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary School Teachers  
Heads of Sections/Units  
Non-Teaching Personnel  
All Others Concerned

1. Attached is Memorandum No. 11, s. 2024 dated March 11, 2024 from ARCH. SHERRILA PORZA-SAWAH, uap, Regional Director, National Commission on Muslim Filipinos, Regional Office XI, Davao City, on the Modified Working Hours in the Holy Month of Ramadan of all government Muslim employees, for information and guidance of all concerned.
2. Immediate dissemination of this Memorandum to all concerned is desired.

By the authority of the  
Schools Division Superintendent:

**NORBERTO S. MANLANGIT CE, MPA**  
Administrative Officer V  
Officer-In-Charge







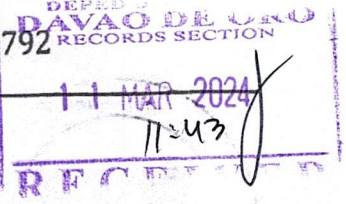
Republic of the Philippines  
Office of the President

## NATIONAL COMMISSION ON MUSLIM FILIPINOS

Pelayo Bldg., Juan Luna St., Davao City

<http://ncmf.gov.ph>

Tel. No.: (082) 227-5537/Fax No.: (082) 226-2792



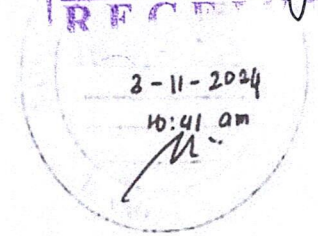
**MEMORANDUM 11 s. 2024**

### REGIONAL OFFICE MEMORANDUM

To : ALL CONCERNED

Subject : MODIFIED WORKING HOURS IN THE HOLY MONTH OF RAMADAN

DATE : 11 March 2024



Pursuant to Presidential Decree No. 291 as amended by P.D. No. 322 and Civil Service Commission Resolution no. 81- 1277 dated 13 November 1981 which was further clarified by the CSC Resolution No. 02072 dated May 2022 in the observance of the monthlong fasting period of Ramadan all government Muslim employees are hereby allowed for flexible working hours from 7:30 am to 3:30 pm daily only for the period of Ramadan which will start on March 12, 2024 and tentatively end on April 11, 2024.

After April 11, 2024, all Muslim government employees shall ipso facto revert to the regular working hours respectively.

For your information, guidance and strict compliance.

Date:  
2024.03.11  
10:25:13  
+08'00'

**ARCH. SHERRILA PORZA-SAWAH,uap**  
Regional Director