



MAR 21 2024

DEPARTMENT MEMORANDUM )

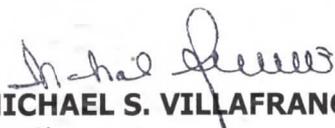
CIRCULAR NO. 14 )  
 Series of 2024 )  
 dt 3/21/2024

**FOR / TO :** SENIOR UNDERSECRETARY  
 UNDERSECRETARIES  
 ASSISTANT SECRETARIES  
 REGIONAL DIRECTORS  
 BUREAU DIRECTORS  
 SERVICE DIRECTORS  
 HEADS OF UPMOs  
 DISTRICT ENGINEERS  
 HEADS OF ATTACHED AGENCIES  
 OTHERS CONCERNED  
 This Department

For information and guidance, attached is a copy of **Civil Service Commission's (CSC) Advisory** dated March 11, 2024 signed by CSC Chairperson Karlo A. B. Nograles, with the subject: **"ADOPTION OF FLEXIBLE WORK ARRANGEMENTS (FWAs) BY MUSLIMS WORKING IN THE GOVERNMENT DURING THE PERIOD OF RAMADAN"**.

A copy of the said Advisory may also be downloaded from the DPWH website: <http://dpwhweb>. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.

  
**Atty. MICHAEL S. VILAFRANCA, CESO III**  
 Officer-in-Charge  
 Office of the Assistant Secretary for Support Services

Encl: As stated

cc: Office of the Secretary

10.1.4 JVL/CDP/GME



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## ADVISORY

**FOR : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Adoption of Flexible Work Arrangements (FWAs) by Muslims Working in the Government During the Period of Ramadan**

In light of the observance of the fasting season on the month of Ramadan, which officially commences on 12 March 2024,<sup>1</sup> the Civil Service Commission (CSC) advises Muslims working in the government throughout the Philippines to adopt flexible working hours pursuant to the **Policies on FWAs in the Government** as provided under **CSC Memorandum Circular No. 06, s. 2022** dated 06 June 2022.

The Policies on FWAs are established to institutionalize relevant and appropriate work arrangements for government officials and employees to ensure efficient and effective performance of governmental functions and delivery of public services, and to ensure protection of their health, safety, and welfare at all times.

Pursuant to Presidential Decree (PD) No. 291, series of 1973, as amended by PD No. 322, s. 1973, the CSC issued **CSC Resolution No. 81-1277** dated 13 November 1981, as clarified through **CSC Resolution No. 00-0227** dated 26 January 2000 to provide guidelines on working hours during the month of Ramadan and Muslim pray day every Friday, to wit:

1. During "Ramadan" the Fasting month (30 days) of the Muslims, the Civil Service official time of 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM is hereby modified to 7:30 A.M. to 3:30 P.M. without noon break and the difference of 2 hours is not counted as undertime.
2. During Friday, the Muslim pray day, Muslims are excused from work 10:00 AM to 2:00 PM.

Through **CSC Resolution No. 00-0227**, the CSC clarified that the term "Friday" in the **CSC Resolution No. 81-1277** is not limited to the Fridays during the month of Ramadan, but refers to "all Fridays of the calendar year". However, to ensure that the required forty (40) hours workweek shall be complied with, the CSC prescribes the

<sup>1</sup> Announcement of the National Commission on Muslim Filipinos and Bangsamoro Darul-Ifta' after the moon was not sighted on 10 March 2024.

Bawat Kawani, Lingkod Bayani

adoption of a flexible working schedule to accommodate the Muslims' Friday Prayer Day subject to certain conditions, e.g., the flexible working hours shall not start earlier than 7:00 AM and end not later than 7:00 PM.

As such, Muslims working in the government may adopt **Flexitime** under **CSC MC No. 06, s. 2022**, thus:

**Flexitime** – refers to a work arrangement where the agency is allowed to adopt flexible time for its government officials and employees from 7:00 AM to 7:00 PM on a daily basis, provided that the required forty (40) hours workweek is complied with.

Agencies, however, are reminded to ensure that all their stakeholders are assured of continuous public service delivery from 8:00 AM to 5:00 PM, including lunch break, throughout the workweek.

Agencies shall also formulate internal guidelines on FWA which includes the tasks allowed to be accomplished outside the office, health and communication protocols, performance standards and monitoring mechanism, and provision of support mechanisms.

For information and guidance.



Digitally signed  
by Nograles  
Karlo Alexei  
Bendigo

**ATTY. KARLO A. B. NOGRALES**  
Chairperson

11 March 2024