



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

VNA-MC—_____

EXTREMELY URGENT

MEMORANDUM CIRCULAR NO. 031

TO : **Undersecretaries and Assistant Secretaries**
The Prosecutor General
The Chief State Counsel
All Heads of Bureaus, Commissions and Offices attached to the DOJ, Agencies and Units Thereof
All Concerned Officials and Employees of the Department Proper

SUBJECT: Modified Working Hours of Officials and Employees in the month of Ramadan

DATE : MAY 31 2017

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 CSC Resolution No. 02072 dated 20 May 2002, the following directives are hereby issued relative to the **modified working hours of DOJ officials and employees who will observe the fasting season in the month of Ramadan:**

1. The flexible working hours from **7:30 a.m. to 3:30 p.m.** shall be allowed only for the period of Ramadan which is from **27 May 2017 up to 27 June 2017.**
2. **Only Muslim officials and employees** who will observe fasting during the above-mentioned period shall be allowed. Other Muslim employees who are not of Muslim Faith shall not be allowed to avail of the flexible working hours.
3. There shall be **no diminution in the 40-hour work week** required under the Civil Service Law and Rules under this modified working hours.
4. **After 27 June 2017,** the employee or official shall **ipso facto revert** to their respective regular working hours.
5. **The Director of the Administrative Service** and the Leave Section shall supervise the implementation of this Circular in the Department Proper.

6. **Heads of Bureaus, Commissions and Offices attached to the DOJ, Agencies and Units thereof, including the National, Regional, Provincial and City Prosecution under the National Prosecution Service (NPS)** shall be responsible for the implementation of this Circular in their respective offices.
7. **A report on the list and number of officials and employees who availed of this modified flexi-time schedule** shall be submitted by the Heads of Bureaus, Commissions and Offices attached to the DOJ, Agencies and Units thereof, including the NPS to the Director of Administrative Services, this Department for reference.

For information, guidance and strict compliance.


VITALIANO N. AGUIRRE II
Secretary

Department of Justice
CN : 0201705211



Cc: All concerned.