



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MIG-MC-_____

MEMORANDUM CIRCULAR NO. 005

**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: OBSERVANCE OF THE MUSLIM HOLY MONTH OF RAMADAN
AND MODIFIED WORKING HOURS OF CONCERNED OFFICIALS
AND EMPLOYEES OF THE DEPARTMENT**

DATE: MAY 11 2018

Pursuant to Presidential Decree (P.D) No. 291 (s. 1973), as amended by P.D. No. 322 (s. 1973), and Civil Service Commission (CSC) Resolution No. 81-277 dated 12 November 1981 (as clarified by CSC Resolution No. 02072 dated 20 May 2002), the following directives are hereby issued relative to the modified working hours for Muslim DOJ officials and employees who will observe the fasting season in the holy month of Ramadan, viz:

1. A flexible work schedule from 7:30 a.m. to 3:30 p.m. shall be allowed for the period of Ramadan, as may be determined by a proclamation or any other issuance from the Office of the President.

(In this regard, the National Commission on Muslim Filipinos informed the President that Ramadan for the year 2018 shall be from the evening of 15 May 2018 until the evening of 14 June 2018. Thereupon, Proclamation No. 269 was issued by the President on 17 July 2017.)

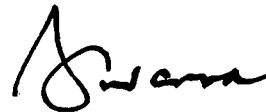
2. All Muslim officials and employees of the Department who will observe fasting during the abovementioned period shall be allowed to report for work during the given flexible working hours.

Other officials and employees, even those belonging to the Muslim faith who are not fasting, may not avail themselves of the said flexible working hours.

3. In no case shall the modified working hours granted herein be construed as to allow any official or employee of the DOJ to render service below the 40-hour work per week required under pertinent Civil Service laws, rules and regulations.

4. Upon the end of Ramadan, all officials and employees availing themselves of the flexible work schedule shall automatically revert to their respective regular working hours.
5. The Director IV, Administrative Service, and the Chief, Leave Section, are hereby directed to implement this Circular in the Department Proper in accordance with the foregoing guidelines.
6. Heads of Bureaus, Commissions, and Offices attached to the DOJ, Agencies and Units thereof, including the National Prosecution Service, and its Regional, Provincial, and City Prosecution Offices, shall be responsible for the implementation of this Circular in their respective offices.
7. In all cases, the respective Heads of Bureaus, Commissions, and Offices attached to the DOJ, Agencies and Units thereof, including the NPS, shall submit to the Director IV, Administrative Service, a report containing the names of all officials and employees who availed themselves of the modified working hours under this Circular, within three (3) days after the end of Ramadan.

For information, guidance and compliance.



MENARDO I. GUEVARRA
Secretary

Department of Justice
CN: 0201805135



Copy furnished:

All concerned.