



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

APR 20 2022

MEMORANDUM CIRCULAR
No. 2022 - 07

**SUBJECT : FLEXIBLE WORK ARRANGEMENT FOR MUSLIM
EMPLOYEES DURING THE OBSERVANCE OF
RAMADAN**

In line with the provisions of Civil Service Commission Memorandum Circular No. 2020-10 dated 07 May 2020, on the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of National Emergency Due to COVID-19 Pandemic, the herein guidelines are set to support DENR Muslim employees in the observance of the holy month of Ramadan, said employees are hereby allowed to work on flexible hours from 6:00 A.M. to 3:00 P.M..

Implementation of this flexible work arrangement shall be supported by the following mechanisms:

1. In offices where majority of the employees are Muslims, the head of office shall ensure the continuity of services through various alternative means and online platforms.
2. They shall likewise adopt a monitoring mechanism such as submission of daily/weekly accomplishment reports, similar and related documents during the implementation of the flexible work arrangement to ensure public service delivery is not prejudiced.

These guidelines shall take effect immediately until the end of the observance of the holy month of Ramadan in 2022.


JIM O. SAMPULNA, CESO I
Acting Secretary

