



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43



MEMORANDUM FROM THE SECRETARY

TO : ALL MUSLIM OFFICIALS AND EMPLOYEES
DENR Central Office

SUBJECT : **OBSERVANCE OF FASTING BY MUSLIM OFFICIALS
AND EMPLOYEES DURING THE HOLY MONTH OF
RAMADHAN**

DATE : NOV 05 2004

This refers to your request on the above-mentioned subject dated October 21, 2004.

Civil Service Commission Resolution No. 81-1277 dated November 13, 1981 specifically provides that:

“During Ramadhan, the Fasting month (30 days) of the Muslims, the Civil Service official time of 8 o'clock to 12 o'clock and 1 o'clock to 5 o'clock is hereby modified to 7:30 a.m. to 3:30 p.m. without noon break...”

Your official time during the Ramadhan is therefore modified to 7:30 a.m. to 3:30 p.m. without lunch break. This will be effective every year starting in CY 2004 during the observance of the holy month of Ramadhan. In this connection, please submit a list of Muslim officials and employees to the Leave and Salary Section, Personnel Division, Central Office, for records purposes.

Furthermore, in order to implement the national policy of recognizing Philippine Muslim holidays to reinforce the unity of the Filipino people, a prayer room in the office premises shall be designated so that you can perform your daily obligatory prayers. Please coordinate with the Chief, General Services Division for this purpose.

For your information and guidance.


MICHAEL T. DEFENSOR

cc: The Chief, Leave and Salary Section
Personnel Division, Central Office