



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

29 April 2002

MEMORANDUM CIRCULAR NO. 33
Series of 2002

T O: All Concerned

R E: OVERTIME SERVICES WITH PAY OF GOVERNMENT PERSONNEL

1.0 Purpose

This memorandum is issued to reiterate the provisions of DBM Circular No. 10 dated 29 March 1996 and other applicable rules and regulations as implemented per Memo No. 71, Series of 1996 of the Office of the President.

2.0 Policy on Overtime

Overtime work should be avoided by adequate planning of work activities. It should not be resorted to for the performance of regular routine work and activities, except in cases when unforeseen events and emergency situations will result in any of the following: cause financial loss to the government or its instrumentalities; embarrass the government due to its inability to meet its commitments; or negate the purpose for which the work or activity was conceived.

3.0 Coverage and Exemption

3.1 The Circular shall cover incumbents of positions of chief of division and below under permanent, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee.

3.2 The following are not covered by this Circular:

- Department Secretaries, Undersecretaries, and Assistant Secretaries;
- Bureau Directors and Regional Directors;
- Assistant Bureau Directors and Assistant Regional Directors;
- Department Service Chiefs and Assistant Department Service Chiefs;
- Positions of equivalent category as those above-mentioned in SUCs;

- Incumbents of intermediate positions which have been allowed and created in-between the above enumerated positions in the existing organizational/staffing pattern of SUCs;
- Elective officials and other appointive officials whose equivalent rank is higher than a chief of division.

4.0 Computation of Overtime Services With Pay

- 4.1 Overtime services shall include those rendered beyond eight (8) work hours of a regular work day; those rendered on rest days such as Saturdays and Sundays; and those rendered on holidays on non-working days.
- 4.2 Overtime services shall be paid by the hour based on the actual hourly rate computed as follows:

$$\text{Actual Hourly Rate (HR)} = \frac{\text{Actual Salary Per Month}}{22 \times 8}$$

- 4.3 Overtime pay shall be computed as follows:

- For ordinary working days: Plus 25% of the hourly rate

$$\text{Overtime Pay} = 1.25 \times \text{HR} \times \text{No. of Hours Rendered}$$

- For rest days and holidays: Plus 50% of the hourly rate

$$\text{Overtime Pay} = 1.50 \times \text{HR} \times \text{No. of Hours Rendered}$$

- 4.4 Overtime pay for contractual personnel shall be based on the rate exclusive of 20% premium.

5.0 Funding Source

In addition to the amounts specifically appropriated in the budget for overtime pay, agencies are authorized to use savings from released allotments for current operating expenditures without need for prior authority from the DBM, provided, that all mandatory expenses shall have been paid first and total overtime payments shall not exceed five percent (5%) of the total salaries of authorized positions of the agency.

6.0 Conformance with CSC Rules

Authority to render overtime service shall be subject to the Civil Service Commission rules, particularly on Rule XVII. Government Office Hours.

7.0 Applicable Rules and Regulations

- 7.1 An employee who has not rendered the minimum working hours of forty (40) hours per week is not allowed to claim overtime pay unless he has sufficient

leave credits. Breaking time is not required when overtime does not exceed three (3) hours. (COA Cir. 85-55A, cited in Sec. 285(c) GAAM, Vol. I)

- 7.2 Disallowance of overtime payment in excess of forty (40) hours per month except as may be authorized by the agency head concerned pursuant to Memo Order No. 228, s, of 1989. (M.O. No. 24, Office of the President, May 17, 1990).

8.0 Internal Policies

- 8.1 The usual approved request for authority to render overtime services and the accomplishment report shall be submitted together with the claim for overtime pay. Said request shall state, among others, the:

- Purpose – the purpose must be specific and must be supported whenever possible, by a memorandum, instructions, or other documents containing the job requisition order.
- Duration – The duration must be definite, it shall be directly and reasonably proportional to the scope, magnitude, importance and complexity of the work to be accomplished and shall not extend beyond the scheduled date of completion.
- Justification – It shall show the urgency and necessity of the overtime services and the adverse consequence that may arise if not approved.


- 8.2 The names, positions and assigned tasks of each employee shall be enumerated. Only the employee(s) handling the specific activities directly to the work to be done shall render overtime services and the number of employees shall not exceed 50% of the total work force of the unit.

- 8.3 Claims for services rendered other than overtime services as provided for in the Circular shall be funded out of any savings from personal services and/or any appropriate trust funds.

9.0 Effectivity

Implementation of the Circular is 01 May 2002.

For guidance and compliance.


PACIENCIA P. MILAN
President

Visca, Baybay, Leyte

THE PRESIDENT

This is to request for overtime services of the following personnel:

Name of Employee	Date(s)	Jobs to be Accomplished per Employee
<p>Justifications for overtime services:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
Requested by:	Approved: <input type="checkbox"/> w/pay <input type="checkbox"/> w/o pay By Authority of the President:	Certified Funds Available:
<i>Supervisor</i>	<i>Vice President for Adm. & Finance</i>	<i>Budget Officer III</i>