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ADMINISTRATIVE ORDER

NO. 32 S, 2017

TO : ALL CONCERNED
SUBJECT : INTERNAL POLICIES, GUIDELINES AND PROCEDURES FOR THE RENDITION AND PAYMENT OF OVERTIME SERVICES

This memorandum is being issued to prescribe the following internal policies and guidelines which was approved by the TSU Administrative Council as per Resolution No. 22, series 2017 to personnel occupying plantilla as well as contractual positions.

I. GENERAL POLICIES

1. As a general rule, the remuneration for overtime services shall be through CTO, in accordance with the guidelines under the CSC-DBM Joint Circulars No. 2, s. 2004 and No. 2-A s. 2005.
2. Payment in cash of overtime services through overtime pay may be authorized in exceptional cases when the application of CTO for all overtime hours would adversely affect the operations of the agency.
3. The rendition of overtime services shall be authorized only when extremely necessary, such as when a particular work or activity cannot be completed within the regular work hours and that non-completion of the same will:
 - 3.1. Cause financial loss to the government or its instrumentalities
 - 3.2. Embarrass the government due to its inability to meet its commitments
 - 3.3. Negate the purposes for which the work activity was conceived.
4. Authority to Render Overtime should be made before the actual rendition of overtime.
5. No Request to render overtime service shall be entertained if the service has already been rendered, except in cases initiated and/or previously agreed with the President
6. Only the agreed and approved overtime work services will be honored and compensated.
7. An employee who will render an overtime services, is required to login/logout for the approved services.
8. The approved authority to render overtime services form has to be used by filling the "expected output" completely. The expected output must be quantified and this will be the same output to be indicated in the "Quantity" column of the Report on overtime services rendered.

9. Report on overtime services rendered should be accompanied by an attachment duly certified by the immediate supervisor evidencing the accomplishment of the expected output.
10. Overtime payments are to be supported by biometric Daily Time Record (DTR).

II. PRIORITY ACTIVITIES THAT MAY WARRANT RENDITION OF OVERTIME SERVICES

1. Implementation of special or priority programs and projects embodied in Presidential directives with specific dates of completion.
2. Completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to overtime work.
3. Essential public services during emergency or critical situations that would require immediate or quick response.
4. Relief, rehabilitation, reconstruction, and other work or services during calamities or disasters
5. Seasonal work, such as but not limited to, preparation of budgets and annual reports, in order to meet scheduled deadlines.
6. Preparation of financial and accountability reports required by oversight agencies like Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management and National Economic Development Authority.
7. Services rendered by drivers and immediate staff of officials when they are required to keep the same working hours as these officials
8. Such other activities as are needed to meet performance targets or deliver services to the public as may be determined by the agency heads.

III. COVERAGE/NON-COVERAGE

1. **Those authorized to render overtime services with pay or compensation (CSC-DBM JOINT CIRCULAR 1 S. 2015 item 6.0)**
 - 1.1. Personnel occupying plantilla positions, contractual and casual positions, of division chief (SG - 24) or equivalent level and below.
 - 1.2. Incumbent of positions of division chief (SG - 24) or equivalent level and below, designated as Officers-in-charge of higher level positions who are still bound to observe the prescribed work hours in their respective offices.
2. **Those not authorized to render overtime services with pay or compensation**
 - 2.1. Incumbent positions higher than Division Chief or equivalent level
 - 2.2. Those granted other forms of allowances/benefits for services rendered beyond prescribed work hours under existing laws, rules and regulations.
 - 2.3. Those who are on travel status.

IV. PERIOD OF OVERTIME SERVICES

1. Those rendered beyond the prescribed work hours on scheduled workdays or 40 hours a week, and those rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest.
2. Those rendered beyond the prescribed work hours in a shift of 8 hours or more on scheduled workdays, and those rendered on rest days or scheduled days off, and special non-working holidays.
3. Those rendered by drivers and other immediate staff of officials who are required to keep the same work hours as these officials, which are beyond 8 work hours or scheduled days off, holidays and special non-working days.

V. REMUNERATION FOR OVERTIME SERVICES

1. **Non-teaching personnel** – CTO/overtime pay subject to the limitation prescribed under Item VII hereof.
2. **Teaching personnel** – service credits

VI. COMPUTATION OF OVERTIME SERVICES

1. Overtime pay shall be based on the hourly rate of an employee and to the applicable premium on the hourly rate, depending on the day such overtime service was rendered.

$$\text{Overtime Pay} = \text{HR} \{1.25(\text{N}_1\text{Total}) + 1.5 (\text{N}_2\text{Total})\}$$

Where HR = Hourly Rate

$$= \frac{\text{Salary}}{1 \text{ Month}} \times \frac{1 \text{ Month}}{22 \text{ Workdays}} \times \frac{1 \text{ workday}}{8 \text{ Work Hours}}$$

N₁ = No. of hours on scheduled workday

N₂ = No. of hours on rest day, holiday or special non-working day

VII. LIMITATIONS ON OVERTIME SERVICES AND OVERTIME PAY

1. Only employees who reported on or before a regular work schedule shall be allowed to render overtime work with pay, provided that at least 2 hours of overtime services are rendered.
2. One hour breaks shall be observed for breakfast, lunch, or supper and rest, and every 3 hours of continuous overtime service or as may be necessary.
3. Rendering overnight overtime service shall be resorted to only when extremely necessary. No employee shall be allowed to render overnight service for more than two (2) consecutive nights, for health reasons and to ensure employee productivity.

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4. The period of overtime services shall not be used to offset undertime.
5. Only a maximum of eight (8) hours of overtime services on a rest day or scheduled day off, holiday, or special non-working day, shall be compensated through Overtime Pay, however on exceptional cases, a maximum of twelve hours maybe allowed.
6. The Total Overtime Pay of an employee in a year shall not exceed 50% of his/her total basic salary for the year.
7. The total amount of Overtime Pay to be spent shall not exceed 5% of the total Personnel Services (PS) Budget for a given year.

VIII. PROCEDURE:

1. Request for authority to render overtime services (Form no. TSU-ASU-SF-02) shall be accomplished and signed by appropriate signatories before the rendition of overtime services, except in cases as those previously agreed with the President.
2. A copy of the approved Authority to Render Overtime Services shall be submitted to the MISO for proper tagging
3. After the actual rendition of overtime, the following are to be accomplished and submitted to:
 - Administrative Services Unit- if with overtime pay
 - Approved Authority to Render Overtime Services,
 - Accomplished report on overtime services rendered (Form no. TSU-ASU-SF-03)
 - Accomplished Statement of overtime services (Form No. TSU-ASU-SF-04)
 - Biometric Daily Time Record (DTR)
 - Accomplishment report or documents supporting/evidencing the output
 - HRMDO – if CTO/Service Credit
 - Approved Authority to Render Overtime Services,
 - Accomplished report on overtime services rendered (Form no. TSU-ASU-SF-03)
 - Biometric Daily Time Record (DTR)
 - Accomplishment report or documents supporting/evidencing the output

For your information and guidance.


DR. MYRNA Q. MALLARI

 President 