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Department of Environment and Natural Resources
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MAR 03 2022

MEMORANDUM CIRCULAR

No. 2022 - 03

SUBJECT : GUIDELINES ON OVERTIME SERVICES

In line with the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 dated 25 November 2015¹, the guidelines on overtime services is hereby promulgated and adopted in the DENR Central Office, Bureaus, Regional Offices, PENROs and CENROs.

A. Rendition of Overtime Services

1. 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:
 - 1.1 Cause financial loss to the government;
 - 1.2 Embarrass the government due to its inability to meet its commitments; or
 - 1.3 Negate the purposes for which the work or activity was conceived.
2. As a general rule, the remuneration for overtime services shall be through Compensatory Time Off (CTO) in accordance with the CSC and DBM Joint Circulars No. 2, s. 2004² and No. 2-A, s. 2005³.
3. The payment in cash of overtime services through Overtime Pay may be authorized only in exceptional cases when the application of CTO for all overtime hours would adversely affect the operations of the Section/Division/Service/Office.
4. The rendition of overtime services during weekdays, Saturdays and/or holidays shall be allowed only until 9:00 p.m. Overtime services on Sundays and beyond the prescribed time shall be subject to clearance of the concerned Head of Office (Undersecretary/Assistant Secretary, Head Executive Assistant/Service Director/ Bureau Director/Regional Executive Director).
5. Overtime services rendered by an employee compensated through Overtime Pay shall not exceed forty (40) hours per month. Any excess over 40 hours shall be compensated through Compensatory Time Off (CTO).
6. As provided in the Joint Circular, the priority activities that may warrant the rendition of overtime services⁴ are as follows:

¹ Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees

² Guidelines on the Implementation of Non-Monetary Remuneration for Overtime Services

³ Amendment to CSC-DBM Joint Circular No. 2, s. 2004 Re: Non-Monetary Remuneration for Overtime Services

⁴ Section 4.0 Priority Activities that May Warrant Rendition of Overtime Services under CSC-DBM Joint Circular No. 2, s. 2015, dated November 25, 2015, "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees"

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

B. Approval of Overtime Services

7. The approving officials of Overtime Services compensated through Overtime Pay and CTO are as follows:

Office	Approving Officials	
	Overtime Pay	CTO
DENR Central Office	Secretary or Authorized Representative	Undersecretary for Legal, Administration, Human Resources and Legislative Affairs
Bureaus (Staff/Line)	Secretary or Authorized Representative	Bureau Director
Regional Offices, PENROs and CENROs	Secretary or Authorized Representative	Regional Executive Director

The authority shall indicate the names of personnel, purpose, expected outputs and the specific period of the overtime services.

C. Computation of Overtime Pay

8. The computation of Overtime Pay shall be pursuant to Section 9.0 Payment for Overtime Services under the CSC-DBM Joint Circular No. 2, series of 2015, dated 25 November 2015.

D. Personnel Authorized to Render Overtime Services

9. The following DENR personnel are authorized to render Overtime Services:

- 9.1 Appointive and salaried government employees holding regular, contractual (PS) and casual positions of division chief or equivalent level and below; and
- 9.2 Incumbents of positions of division chief or equivalent level and below, designated as Officers-in-Charge of higher level positions, as they are still bound to observe the prescribed work hours in their respective offices.

10. The following DENR officials and employees are not authorized to render overtime services with compensation, either with pay or CTO:

- 10.1 Personnel holding positions higher than division chief or equivalent levels; and
- 10.2 Those who are on travel status.

E. Rules and Regulations and Procedures

11. The Rules and Regulations in the Rendition of Overtime Services and the Procedures in the Availment of CTO are presented in Annex A.

F. Funding Source

12. The funding of overtime pay shall be charged against the following source:

- 12.1 Specific appropriation in the DENR budget of Overtime Pay, if any;
- 12.2 Available agency savings, subject to existing rules and regulations on the use of savings; and
- 12.3 Other found sources authorized under existing laws, rules and regulations.

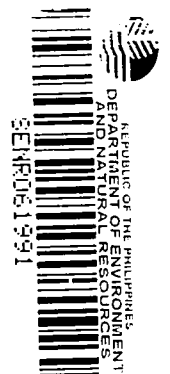
G. Reporting

- 13. An Overtime Accomplishment Report (Annex B) shall be prepared and submitted by the concerned Division Chief/Head of Office to the immediate supervisor in order to determine status of work assignment.
- 14. The Staff Bureaus and Regional Offices shall submit a Consolidated Report on Overtime Services with Pay (Annex C) on or before March 1 of every year to the Budget Division-Central Office for consolidation. The consolidated reports shall be submitted to the Budget and Management Bureau of the DBM with a copy furnished to the CSC in compliance with Section 12 Reportorial Requirements under the said CSC-DBM Joint Circular 1.

This DENR Memorandum Circular (DMC) shall take effect immediately and shall supersede DMC No. 2005-2002 dated 18 March 2005⁵ and its amendment, DMC No. 2005-016 dated 26 October 2005⁶.

For compliance.

JIM O. SAMPULNA
Acting Secretary



⁵ Guidelines on the Implementation of Non-Monetary Remuneration for Overtime Services

⁶ Amendments to DENR Memorandum Circular No. 2005-002, Guidelines on the Implementation of Non-Monetary Remuneration for Overtime Services

A. Rules and Regulations on the Rendition of Overtime Service

1. Employees who are absent on Fridays cannot render overtime services with compensation on Saturdays or holidays immediately following said absence.
2. Only employees who arrive on or before the start of the workday (e.g., before and until 8:00 a.m. on Mondays and before and until 9:00 a.m. on Tuesdays through Fridays shall be allowed to render overtime services, provided that at least 2 hours of overtime services are rendered.
3. One-hour break shall be observed for breakfast, lunch or supper and rest, and every 3 hours of continuous overtime service, or as may be necessary.
4. Rendering overnight service shall be resorted only when extremely necessary and approved by the respective Heads of Offices. No employee shall be allowed to render overnight service for more than 2 consecutive nights, for health reasons and to ensure employee productivity.
5. The period of overtime services shall not be used to offset undertime.
6. Only a maximum of 12 hours of overtime services on a rest day, holiday, or special non-working day shall be compensated through overtime with pay. Any excess hours shall be compensated through CTO.
7. In any case, the total overtime pay of an employee in a year shall not exceed 50% of his/her basic salary for the year.
8. The request for overtime services shall indicate mode of overtime compensation, duration, justification on the urgency and necessity, Office Overtime Work Plan (Annex A-1) and Individual Overtime Work Plan (Annex A-2) showing the specific Office/Division/individual targets and expected output/s of the division/individual to render overtime services.
9. The Personnel Division/Administrative Division/Finance Division/Administrative Officer or designated DENR personnel/Management Services Division shall be responsible in the administration of personnel records, computation, and issuance of Certificate of Compensatory Overtime Credit (COC) Earned (Annex 2-A) and Overtime Pay.
10. The approval of Certificate of COC Earned and Application for Availment of CTO (Annex A-3) shall be governed by the existing Manual of Authorities on Human Resources Development and Administrative Matters.
11. The CTO may be availed of in blocks of 4 hours (half day) or 8 hours (whole day) up to a maximum of 5 consecutive days per single availment or on a staggered basis within the year. In no instance, however, that the unexpected balance of COCs shall exceed 120 hours. Availment by concerned personnel shall require the prior approval of the Division Chief/Head of Office using the Application for Availment of Compensatory Time-Off Form (Annex A-3) to ensure public service is not disrupted.
12. The COCs should be used as time-off within the year these are earned until the immediate succeeding year. Thereafter, any unutilized COCs are deemed forfeited.
13. The total amount to be spent by the Department shall not exceed shall not exceed 5% of its total Personnel Services (PS) budget for a given year. Any grant of Overtime Pay in excess of 5% limit shall be subject to approval of the DBM in accordance with existing budgeting and accounting rules and regulations.

B. Procedures in the Availment of CTO

1. Accomplishment of Application for Availment of CTO by concerned official/employee. The request shall be prepared in 2 copies: original - Personnel Division/Administrative Division/Administrative Officer or designated DENR personnel/ Management Services Division; and duplicate - concerned official/employee.
2. Signature of immediate supervisor/Division Chief recommending approval of the request.
3. Certification of COC by the Personnel Division Chief/Administrative Division Chief/ Management Services Division Chief/Administrative Officer or designated DENR personnel on the number of hours earned.
4. Approval of request by the designated approving officials based on the Manual of Authorities on Human Resources Development and Administrative Matters.
5. Adjustment of COC records, Daily Time Cards and monitoring of compliance by the Personnel Division/Administrative Division/Administrative Officer or designated DENR personnel/ Management Services Division.

OFFICE OVERTIME WORK PLAN

Office

Period Covered

Division/Section	Activity	Expected Output	Duration

Recommending Approval:

Approved by:

Head of Office/Division Chief

Authorized Official

INDIVIDUAL OVERTIME WORK PLAN

Office/Division/Section

Period Covered

Name of Employee	Activity	Expected Output	Duration

Recommending Approval:

Approved by:

Head of Office/Division Chief

Authorized Official

Republic of the Philippines
 Department of Environment and Natural Resources
(OFFICE/BUREAU/REGIONAL OFFICE/PENRO/CENRO)
 (Address)

No. _____

CERTIFICATE OF COC EARNED

This certificate entitles Mr./Ms. _____ of
 (*number of hours*) of Compensatory Overtime Credits.

 Authorized Official

Date Issued: _____
 Valid Until: _____

Name: _____
 Office/Division: _____

No. of Hours of Earned COCs/ Beginning Balance	Date of CTO	Used COCs	Remaining COCs	Remarks

Approved by:

Prepared by:

 Authorized Official

 Personnel Officer

Date:

Date:

Republic of the Philippines
Department of Environment and Natural Resources
(OFFICE/BUREAU/REGIONAL OFFICE/PENRO/CENRO)
(Address)

Date: _____

**Application for Availment of
Compensatory Time Off (CTO)**

Name: _____
(Last) (First) (M.I)

Position: _____ Office/Division: _____

DETAILS OF APPLICATION

Number of Hours
Applied for: _____

Inclusive Dates: _____

Recommending Approval:

Signature of Applicant

(Head of Office/Division Chief)

DETAILS OF ACTION ON APPLICATION

a. Certification of Compensatory Overtime
Credit (COC) as of _____

Number of Hours Earned: _____

b. Approval

- Approval
- Disapproval due to

(Chief, Personnel Division)

Authorized Official

OVERTIME ACCOMPLISHMENT REPORT

(Office/Division/Section)

Period Covered

Name of Employee	Output/s	Remarks

Certified True and Correct:

Head of Office/Division Chief

**Report on Overtime Service with Pay
For FY _____**

Department/Agency: _____

1. Priority activities for which Overtime Pay was authorized

2. Total Expenditure for Overtime Payment

No. of Personnel	Total Overtime Pay	Total Salaries/ Wages	% Total Overtime Pay/Total Salaries/Wages
Regular -	_____	_____	_____
Contractual -	_____	_____	_____
Casual -	_____	_____	_____

3. Fund Sources for Overtime Pay

Sources	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Submitted by:

Certified Correct:

Head, Finance/Administrative
Division

Agency Head