

**DENR Memorandum Circular
No. 2001- 12
July 02, 2001**

**SUBJECT : Revised Guidelines on the
Rendition of Overtime Services.**

In reference to DBM Budget Circular No. 10 dated 29 March 1996 and in view of the directive from the Office of the President with the promulgation of Administrative Order No. 6 dated 28 February 2001 that prescribed fiscal discipline measures, the following Guidelines on the Rendition of Overtime Services are hereby adopted in the DENR Proper, Bureaus, Regional Offices, PENROs and CENROs:

A. Government Policy on Overtime

Overtime work should be avoided by adequate planning of work activities. It should not be resorted to in the performance of regular routine work and activities, except in cases of unforeseen events and emergency situations (DBM Circular No. 10 dated 29 March 1996).

B. Rendition

1. The rendition of overtime services during weekdays shall be allowed only *until 7:00 p.m., and Saturdays or holidays, except Sundays, from 9:00 a.m. to 4:00 p.m.*
2. Authority must be secured a week before the start of the scheduled overtime for the month and not after such services have been rendered. In emergency/rush cases, an approval from the ASEC for Management Services/Bureau Director/RED must be secured. The authority shall state the definite duration of the service and shall not extend beyond the

scheduled date of completion. For reference and monitoring purposes, the Personnel Division/Unit and security guard shall be furnished copies of the authority by the concerned Offices.

3. Overtime services rendered by an employee shall not exceed twenty (20) hours per month.
4. No overtime service with pay of an employee will be allowed for two (2) consecutive months (more than four weeks), except with the strict approval of the ASEC for Management Services/Bureau Director/RED.
5. Monthly overtime claims shall be checked and verified by the Personnel Division/Unit.
6. Employees who are absent on Fridays cannot render overtime services on Saturdays or holidays immediately following said absence.
7. Employees who have reported late for work, specifically after 8:00 a.m. during Mondays, and 9:00 a.m. during Tuesdays through Fridays, are not allowed to render overtime services.
8. The activities on which overtime may be authorized shall be in accordance with ***Sec. 280, Chapter 4, Volume I of the Government Accounting and Auditing Manual (GAAM)*** as follows:
 - Seasonal work such as budget preparation and rendition of annual reports to meet scheduled deadlines.
 - Preparation of special financial/accountability reports required occasionally by central monitoring agencies like the Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and

Management, and National Economic Development Authority.

- Implementation of special program/projects embodied in presidential directives and authorizations, and with specific dates to complete which are in the nature of additional work of personnel with other regular duties.
 - Services rendered by drivers and other immediate staff of officials authorized to have such staff support when they are required to keep the same working hours as their superiors (NBC 410, supra).
 - Provision of essential public services during emergency situations.
9. Specific activities and/or individual targets, and expected outputs must be indicated in the Work Plan (Annex A), which shall be attached to requests for overtime. Division Chiefs or Heads of Offices shall therefore determine who among their personnel shall render requisite overtime services.
10. The use of air-conditioners, lights and computers must be in accordance with the provisions of Memorandum Order No. 2001-05 dated 01 June 2001, *Prescribing Fiscal Discipline Measures*.
11. Employees performing overtime services during, Saturdays and holidays are required to record in the guard's logbook upon arrival and departure. They shall punch their Daily Time Cards during lunch break.
12. No payment of overtime services will be made unless funds are provided and available as certified by the Accounting/Finance Division, and duly approved by the ASEC for Management

Services in the central office, the Regional Executive Director (RED) in the regional offices, and the Bureau Director in staff and line bureaus.

C. Reporting

1. An Overtime Accomplishment Report (Annex B) shall be prepared and submitted by the concerned employee to the immediate supervisor at the end of each month to determine the status of work assignments.
2. Claims for overtime payment shall be supported by the Overtime Accomplishment Reports duly approved by the concerned Division Chief or Head of Office.
3. The Accounting/Finance Division shall monitor the costs of overtime services and shall submit a Monthly Report on Overtime Expenses to the Financial and Management Service Director/Bureau Director/RED, where these costs shall be charged against office savings.

The authority of employees rendering overtime services who fail to comply with these directives shall be automatically cancelled.

This Order shall take effect immediately and supersedes all other Issuances.

(Sgd.) HEHERSON T. ALVAREZ
Secretary

Copy furnished:
Attached Agencies
COA Resident Auditor