



MEMORANDUM CIRCULAR

No. 2005- 002

TO : All Officials and Employees
DENR Central Office, Bureaus, Regional Offices, PENROs
and CENROs

SUBJECT : **GUIDELINES ON THE IMPLEMENTATION OF NON-
MONETARY REMUNERATION FOR OVERTIME
SERVICES**

DATE : MAR 18 2005

Pursuant to Section 1(d) of Malacañang Administrative Order No. 103, dated 31 August 2004, "**Directing the Continued Adoption of Austerity Measures in the Government**", the Civil Service Commission (CSC) and Department of Budget and Management (DBM) issued Joint Circular No. 2 dated 04 October 2004 on the "**Non-Monetary Remuneration for Overtime Services Rendered**", which is hereby promulgated and adopted in the DENR Central Office, Bureaus, Regional Offices, PENROs and CENROs.

The following guidelines are prescribed to fully implement the Circular, whereby overtime services rendered shall be compensated through time/days off in lieu of overtime pay:

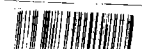
1. The rendition of overtime services during weekdays shall be allowed only until 7:00 p.m., and Saturdays or holidays, except Sundays, from 8:00 a.m. to 5:00 p.m..
2. Overtime services rendered by an employee shall not exceed forty (40) hours per month.
3. The overtime services may be authorized for the following activities:
 - a. completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to overtime work;
 - b. relief, rehabilitation, reconstruction and other related work or services during calamities and disasters;
 - c. seasonal work such as budget preparation and rendition of annual reports to meet scheduled deadlines;
 - d. 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 and Development Authority.



- e. the provision of essential public services during emergency situations, such as power and energy, water, distribution and control of basic staples, communication and transportation, medical and health services, peace and order, and security;
 - f. implementation of special programs/projects embodied in Presidential directives and authorizations and with specific dates to complete, which are in addition to the regular duties of the employees;
 - g. legal service to facilitate the dissolution of cases/resolutions/decisions;
 - h. services rendered by the drivers and other immediate staff of officials when required to keep the same working hours as their superiors; and
 - i. such other activities as may be determined by the head of the agency.
4. Employees who are absent on Fridays cannot render overtime services on Saturdays or holidays immediately following said absence.
 5. 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.
 6. The request for overtime services shall be supported by a justification on the urgency and necessity, and Work Plan (Annex A) showing the specific activities and/or individual targets, and expected outputs of personnel to render overtime services.
 7. Employees performing overtime services during Saturdays and holidays are required to record in the guard's logbook upon arrival and departure. They are required to punch their Daily Time Cards during lunch break.
 8. The following officials shall be authorized to approve or grant overtime authority:

Office	Approving Official
1. DENR Central Office	Secretary/Undersecretary for Management and Technical Services
2. Bureau	Bureau Director
3. Regional Office	Regional Executive Director/ Regional Director
4. PENRO/CENRO	PENRO

9. The Personnel Division/Administrative Division/ Administrative Officer shall be responsible in the administration of personnel records, computation, and issuance of Certificate of Compensatory Overtime Credit (COC) earned and monitoring of Compensatory Time Off (CTO), attached as Annex B.
10. The approval of COC Certificate shall be done by the Chief Personnel Division in the DENR Central Office and the Chief



Administrative Division/Administrative Officer for other DENR Offices.

11. The CTO may be availed of in blocks of four (4) hours (half day) or eight (8) hours (whole day) up to a maximum of five (5) consecutive days per single availment or on a staggered basis within the year. In no instance, however, that the unexpended balance of COCs shall exceed one hundred twenty (120) hours.
12. The COCs shall be used as time-off within the year, hence, unutilized COCs will not be carried over in the ensuing year or are non-cumulative.
13. The procedures in the availment of CTO are as follows:
 - a. Accomplishment of Application for Availment of CTO (Annex C) by concerned official/employee. The request shall be prepared in two copies: original – Personnel Division; and duplicate – concerned official/employee.
 - b. Signature of Immediate Supervisor/Division Chief recommending approval of the request.
 - c. Certification of COC by the Personnel Division Chief/Administrative Division Chief/Administrative Officer on the number of hours earned.
 - d. Approval of request by the following designated approving officials:

DENR Central Office	Director, Administrative Service
Bureau	Chief, Administrative Division
Regional Office	Chief, Administrative Division
PENRO/CENRO	PENRO

- e. Adjustment of COC records, Daily Time Cards and monitoring of compliance by the Personnel Division/Section.
- 14 An Overtime Accomplishment Report (Annex D) 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.

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


MICHAEL T. DEFENSOR
Secretary



OVERTIME WORK PLAN

Office

Period Covered

Name of Employee	Purpose/Activity	Expected Output	Duration

Recommending Approval:

Approved By:

Head of Office/Division Chief

Authorized Official

ANNEX B

Republic of the Philippines
Department of Environment and Natural Resources
OFFICE OF THE SECRETARY
Visayas Avenue, Diliman, Quezon City

No. _____

CERTIFICATE OF COC EARNED

This certificate entitles Mr./Ms. _____ to
_____ of Compensatory Overtime Credits.
(number of hrs.)

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

OVERTIME ACCOMPLISHMENT REPORT

Office

Period Covered

Name of Employee	Output	Remarks

Certified True and Correct

Head of Office/Division Chief