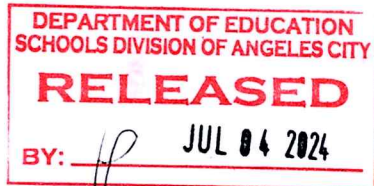




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



03 Jul 2024

DIVISION MEMORANDUM
No. 247, s. 2024

**REITERATION OF THE DEPARTMENT POLICY ON OVERTIME SERVICES AND
PAYMENT PURSUANT TO DEPED ORDER NO 30 S. 2016**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads of Public Elementary and Secondary School Heads
All Others Concerned

1 Please be informed of the attached **Regional Memorandum No. 470 s. 2024** "Reiteration of the Department Policy on Overtime Services and Payment Pursuant to DepEd Order No. 30, s. 2016", which highlighted the authorized activities in the rendition of overtime services and the list of requirements in requesting for authority to render overtime services among others.

2. For immediate dissemination and guidance.

ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent

Reference: *Regional Memorandum No. 470 s. 2024*
To be indicated in the Perpetual Index under the following subjects:

POLICY OVERTIME SERVICES AND PAYMENT

MCS/AOV/July 3, 2024



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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

JUL 01 2024
REGION III-CENTRAL LUZON
OFFICE OF THE REGIONAL DIRECTOR

REGIONAL MEMORANDUM

No. 470 s, 2024

**REITERATION OF THE DEPARTMENT POLICY ON OVERTIME SERVICES AND
PAYMENT PURSUANT TO DEPED ORDER NO. 30, S. 2016**

To : Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. This is to reiterate the DepEd policies and guidelines on overtime services and payment pursuant to DepEd Order No. 30, s. 2016, and the grant of Compensatory Overtime Credit (COC) and availment of Compensatory Time-Off (CTO) pursuant to CSC-DBM Joint Circular No. 2, s. 2004, as amended by CSC-DBM Joint Circular No. 2-A s. 2005.
2. Chiefs of Divisions and below who are under permanent, co-terminus, and temporary status, including those who are designated to a position in the Career Executive Service (CES) are allowed to render overtime service with pay, either monetary or non-monetary. However, those involved in the conduct of training programs, workshops, seminars, etc. during regular workdays, and who are on travel status are not entitled to overtime pay even when they render services in excess of the regular eight (8) hours.
3. Overtime services shall include those rendered beyond eight (8) hours during regular workdays subject to the approved flexible working hours of concerned employee. The overtime services to be rendered by an employee for regular workdays in excess of his/her eight-hour work schedule shall be at least two (2) hours and shall be until 9:00 p.m. only, except in the case of duly authorized overnight overtime services. Overtime services rendered during Saturdays, Sundays and holidays or non-working days starts at 8:00 a.m. up to 5:00 p.m.
4. The rendition of overtime services may be authorized for the following activities:
 - 4.1 Implementation of special or priority programs and projects embodied in Presidential directives with specific dates of completion;



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 REGION III-CENTRAL LUZON

- 4.2 Completion of projects with set deadlines when due to unforeseen event, the deadline cannot be met without resorting to overtime work;
- 4.3 Relief, rehabilitation, reconstruction and other related work or services during calamities and disasters;
- 4.4 Essential public services during emergency or critical situation that would require immediate or quick response;
- 4.5 Seasonal work, such as but not limited to, budget preparation and rendition of annual reports, to meet scheduled deadlines;
- 4.6 Preparation of special/financial/accountability reports required by oversight 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;
- 4.7 Services rendered by drivers and other immediate staff of top officials when required to keep the same working hours as their superiors;
- 4.8 Such other activities as are needed to meet performance targets or deliver services to the public as may be determined by the agency head.

5. The following breaks shall be observed during overtime services:

Regular Days/Weekdays	Weekends/Holidays
One (1) hour dinner break after three (3) hours of continuous overtime service	Lunch Break: 12:00 n.n. to 1:00 p.m.

6. Rendition of 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 ensure employee productivity.

7. Overtime services shall be rendered only after the request/authority has been approved by the Regional Director, in the case of the Regional Office, or the Schools Division Superintendent, in the case of SDO and Schools. Requests for overtime services with pay shall be earmarked for funding by the RO/SDO Budget Officer prior to approval. Overtime services rendered prior to the approval of authority shall not be considered for payment or grant of COC.

8. The request for authority to render overtime services shall contain the following:



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- 8.1 Purpose for rendering overtime services;
- 8.2 List of employees, to include the names, positions and assigned tasks; and
- 8.3 Justification on the necessity of overtime services.

9. To ensure that employees are rendering overtime services because of urgent or additional work, and not to compensate absences, tardiness or undertime, an employee shall not be allowed to render overtime if he or she has reported late/tardy on regular work days. In this case, an employee may render overtime services but he/she will not be compensated for such services either through monetary pay or COC.

10. Conduct or attendance to approved activities during holidays, non-working days and/or rest days shall be contemplated as overtimes services which may be compensated through the issuance of COC, subject to the submission and verification of required documents. Notwithstanding this, proponents of activities and approving authorities shall exercise sound judgement in the scheduling of activities such that the intent and purpose of holidays, non-working days and rest days shall not be set aside.

11. Claims for payment of overtime services rendered or requests for issuance of COC shall be supported with a copy of the duly approved Request for Authority to Render Overtime Services/Memorandum, Daily Time Record or equivalent, and Individual Accomplishment Report for the actual work done during the overtime services, duly noted by the immediate supervisor.

12. The rate of overtime services with pay during regular workdays shall be the Actual Hourly Rate (AHR) plus 25%, while for Saturdays, holidays and non-working days shall be the AHR plus 50%.

13. The overtime pay of an employee in a year shall not exceed 50% of his/her salary for the year, while the total amount of overtime pay spent for the Office shall not exceed 5% of the total Personal Services (PS) budget of the Office for a given year.

14. Approved overtime services without pay shall be compensated with the grant of COC. COC is expressed in number of hours, computed as follows:

- a. For overtime services rendered on weekdays or scheduled workdays:
COC = number of hours of overtime services X 1.0
- b. For overtime services rendered on weekends, holidays or scheduled days off:



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COC = number of hours of overtime services X 1.5

15. Each employee may accrue not more than forty (40) hours of COC in a month. In no instance, however, shall the unexpended balance exceed one hundred twenty (120) hours.
16. An employee who rendered overtime services without pay should submit copy of the approved Authority to Render Overtime Services/Memorandum, DTR or equivalent, and accomplishment report duly noted by the immediate supervisor, to the Personnel Section/Unit for the preparation and processing of the COC. The COC shall be approved by the Regional Director, in the case of the Regional Office, and the Schools Division Superintendent, in the case of the SDO and Schools.
17. The COC should be used as time-off within the year these are earned until the immediately succeeding year. Thereafter, any unutilized COC are deemed forfeited.
18. The COC cannot be used to offset undertime/s or tardiness incurred by the employee during regular working days. COC earned cannot be converted to cash, hence, are non-commutative. The COC will not be added to the regular leave credits of the employee. Hence, it is not part of the accumulated leave credits that is paid out to the employee.
19. In cases of resignation, retirement, or separation from the service, the unutilized COCs are deemed forfeited. In case of transfer to another agency, the COCs earned cannot be transferred to another agency, nor the employee receive the monetary equivalent thereof. In case of promotion, except when promoted to a position not qualified to receive overtime pay, the employee will retain his/her accrued COC.
20. Compensatory Time-Off (CTO) may be availed of in blocks of four (4) or eight (8) hours or parallel adjustments for flexible work arrangement tantamount to either half or whole day leave from work.
21. An employee may avail the CTO continuously up to maximum of five (5) consecutive days per single availment, or on staggered basis within the year. He/She must first obtain approval from the concerned approving authority, through the filing of CSC Form 6, before the actual day-off.



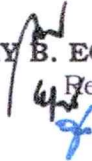
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22. Other matters not herein discussed shall be referred to DepEd Order No. 30, s. 2016, CSC-DBM Joint Circular No. 02, s. 2015, and CSC-DBM Joint Circular No. 02, s. 2004, as amended by CSC-DBM Joint Circular No. 2-A, s. 2005.
23. For information, guidance and compliance.


MAY B. ECLAR, PhD, CESO III
Regional Director

Encls.: As stated.

References: DepEd Order No. 30, s. 2016 – Policies and Guidelines on Overtime Services and Payment in the Department of Education
CSC-DBM JC No. 2, s. 2015 – Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees
CSC-DBM JC No. 2, s. 2004, as amended by CSC-DBM JC No. 2-A, s. 2005
– Non-Monetary Remuneration for Overtime Services Rendered

AO1/
June 24, 2024

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