



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.13 DPWH
06-30-2009

JUN 29 2009

DEPARTMENT ORDER) **SUBJECT : RENDITION AND PAYMENT OF**
No. 30) **OVERTIME SERVICES BY THE**
Series of 2009 WUSA 06-30-09) **HOURLY**

Pursuant to Section 10, Rule XVII of the Civil Service Omnibus Rules, Presidential Memorandum Circular No. 111, series of 1995, Budget Circular No. 10 dated 29 March 1996, and letter of the Executive Secretary dated 15 June 2009, the rendition and payment of overtime services by the hour in this Department is hereby authorized, subject to the following guidelines and conditions:

I. GENERAL GUIDELINES

1. The rendition of overtime services with pay may be authorized beyond 8 work hours of a regular work day and during rest days and non-working holidays for the following activities only:
 - 1.1 Completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to OT work;
 - 1.2 Rehabilitation and construction of infrastructure projects during calamities and disasters;
 - 1.3 Seasonal work, such as budget preparation and rendition of annual reports, to meet scheduled deadlines;
 - 1.4 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;
 - 1.5 Legal services to facilitate the dissolution of cases/resolutions/decisions; and,
 - 1.6 Services rendered, by drivers and other immediate staff of officials, when required to keep the same working hours as their superiors.

2. Subject to availability of funds, the following personnel may be paid overtime services as authorized:
 - 2.1 Personnel of this Department (regular, temporary, contractual and casual) whose Salary Grades range from 1 to 24.
 - 2.2 Members of maintenance crews who are employed on casual basis may be paid authorized overtime services only during and immediately after calamities.
 - 2.3 Regular employees of other government agencies on detail to the DPWH at the rates herein authorized for DPWH personnel.
3. Payment of overtime services rendered after official working hours shall not exceed 2 hours. However, if necessary, authorized official drivers, security guards, and selected communication and maintenance personnel may be paid more than 2 hours overtime pay per day, subject to limitation prescribed under Section III.4 hereof.
4. In case funds are not enough, low ranking employees with Salary Grades 1-5 shall be given priority in payment of their overtime services.
5. Employees who are late on regular working days and absent during Fridays shall not be authorized to render overtime services after office hours and Saturdays (immediately following said Fridays), respectively.
6. Employees shall not be allowed to render overtime services without their respective supervisors (at least Section Chief) who are likewise tasked to monitor their works/activities.
7. Those who have rendered overtime services for the months of January to 14 June 2009 could avail themselves of the compensatory time-off, in lieu of overtime pay, provided under Joint CSC-DBM Circular No. 02 dated 04 October 2004.

II. REQUESTS FOR AUTHORITY TO RENDER OVERTIME SERVICES

1. Requests for authority to render overtime services shall be made by the supervisors concerned (at least Section Chief) on a daily and/or weekly basis and recommended by the Division Chiefs/District Engineers concerned indicating therein the names of the personnel involved, the specific work/activities to be undertaken, and the work schedule (See Annex A).

2. The said requests shall be approved by the following:
 - 2.1 Director concerned (i.e., Service Director, Bureau Director, Project Director or Assistant Regional Director) for overtime services to be rendered after official working hours; and,
 - 2.2 Assistant Secretary/Regional Director concerned for overtime services to be rendered during Saturdays and/or Holidays. Rendition of overtime services on these days shall be strictly authorized only on extreme cases.
3. The approving officials concerned shall be held responsible for any payment of overtime services rendered by the employees not in accordance with prescribed guidelines.

III. COMPUTATION OF OVERTIME SERVICES WITH PAY

1. Payment of overtime services shall cover the following:
 - 1.1 Those rendered beyond 8 work hours of a regular day; and,
 - 1.2 Those rendered on Saturdays and non-working holidays.
2. Personnel rendering overtime services shall be entitled to overtime pay by the hour which shall be based on his/her actual hourly rate, computed as follows:
$$\text{Actual Hourly Rate (H.R.)} = \frac{\text{Actual Salary per Month}}{22 \times 8}$$
3. Overtime pay shall be computed as follows:
 - 3.1 For ordinary working days: Plus 25% of the hourly rate.
Overtime Pay = $1.25 \times \text{H.R.} \times \text{No. of hours rendered}$
 - 3.2 For Saturdays and non-working Holidays: Plus 50% of the hourly rate.
Overtime pay = $1.50 \times \text{H.R.} \times \text{No. of hours rendered}$.
4. For employees with Salary Grades 1-5, the total overtime compensation for a given month shall not exceed fifty percent (50%) of their respective monthly basic salaries. For employees with Salary Grades ranging from 6-24, total overtime pay per month shall be limited to the percentage rates as agreed upon by the DPWH Management Committee (MANCOM), as follows:

| SALARY GRADE | PERCENTAGE (%) |
|-------------------------|---------------------------|
| 6 | 46 |
| 7 | 44 |
| 8 | 42 |
| 9 | 40 |
| 10 | 38 |
| 11 | 36 |
| 12 | 34 |
| 13 | 32 |
| 14 | 30 |
| 15 | 28 |
| 16 | 26 |
| 17 | 24 |
| 18 | 22 |
| 19 | 20 |
| 20 | 18 |
| 21 | 16 |
| 22 | 14 |
| 23 | 12 |
| 24 | 10 |

5. Subject to availability of funds, the MANCOM is hereby authorized to review and make corresponding percentage rates adjustments, if necessary. Percentage rates adjustments shall, however, be subject to the condition that the overall take home pay of a supervisor shall not exceed the overall take home pay of the next higher supervisor (e.g. Section Chief against Division Chief; Division Chief against Director).
6. Vouchers/payrolls covering the payment of overtime pay shall be supported by duly approved Request for Authority to Render Overtime Services, Daily Time Records and Accomplishment Reports. They shall include certifications signed by the Division Chiefs concerned to the effect that:
 - 6.1 Cumulative overtime pay being received by the employees concerned do not exceed the limitations prescribed under Section III.4 above; and,
 - 6.2 The conditions under Section I.1 hereof have been complied with.

IV. FUNDING SOURCE

1. Funds for the purpose shall be charged against savings from the following:

1.1 Personal Services (PS) and Maintenance & Other Operating Expenses (MOOE); and,

1.2 Engineering and Administrative Overhead (EAO).

2. For Regional Offices, funds for the purpose shall be charged also against their respective savings from their PS/MOOE and their EAO.

V. REPEALING CLAUSE AND EFFECTIVITY

Existing Department authorizations for the grant of overtime pay inconsistent herewith are hereby repealed.


This Department Order shall be retroactive as of 15 June 2009 until 31 December 2009.

HERMOGENES E. ERDANE, JR.
Secretary



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|  Department of Public Works and Highways | | REQUEST FOR AUTHORITY TO RENDER OVERTIME SERVICES | |
| OFFICE: | | DATE: | |
| NAME | SPECIFIC WORK/ACTIVITIES | PERIOD COVERED | |
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| REQUESTED BY: | RECOMMENDED BY: | APPROVED BY: | |
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