

MAR 25 2013

No. 36
Series of 2013 *KKBA 03-25-13*

I. GENERAL GUIDELINES

1. The rendition of overtime services with pay may be authorized beyond 8 work hours of a regular work days 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; and
 - 1.5 Other urgent works that cannot be finished during office hours due to either limited number of personnel to do the same or equally important additional workload that they have to attend to.
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 two (2) hours. However, if necessary, authorized official drivers 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. Overtime services rendered by the employees who are on temporary reassignment/detail shall be paid by the offices where they are presently reassigned/detailed.
6. 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. Likewise, employees who are late and/or absent at least three (3) times in a week shall not be authorized to render OT services on the immediately following Saturday. This is to ensure that employees are rendering OT services because of urgent or additional work, and not to compensate absences, tardiness or undertimes on regular days.
7. Payment of OT services rendered on Saturdays and Holidays shall not exceed eight (8) hours. However, only employees who are not late in the morning or afternoon, and have rendered at least four (4) hours of continuous overtime services (i.e. 8:00am – 12:00nn or 1:00pm – 5:00pm) during Saturdays and Holidays shall be allowed to collect OT pay for the said days. Those who are late in the morning have the option to render OT services in the afternoon.
8. 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.
9. Employees who have rendered overtime services have the option to avail themselves of the compensatory time-off (CTO), in lieu of overtime pay, pursuant to Joint CSC-DBM Circular No. 02 dated 04 October 2004, provided such option is indicated in the *"Request for Authority to Render OT Services"*.
10. In the interest and as required by the exigency of the service, employees who have met the maximum number of hours of OT services may also be required to render additional OT services which number of hours in excess thereof shall be compensated under said Joint CSC-DBM Circular.

II. REQUESTS FOR AUTHORITY TO RENDER OVERTIME SERVICES

1. As a general rule, requests for authority to render overtime services shall be made by the supervisors concerned (at least Section Chief) on a weekly basis and recommended by the Division Chiefs/District Engineers concerned indicating therein the names of the personnel involved, the expected output indicator, actual output and the corresponding justification (See Annex A), and subject to the following conditions:
 - 1.1 Authority to render OT services shall be requested by the Section Chiefs concerned and shall be submitted before the beginning of the weekly period. In

no case shall the tasks to be accomplished overlap with those assigned to Casual or Job Order employees.

- 1.2 The request for Authority to Render OT Services on Saturdays and Holidays shall be submitted at least two (2) working days before the Saturday/Holiday covered by the overtime.
- 1.3 Those availing of the flexi-time work schedule of 7:00 a.m. to 4:00 p.m. may be requested to render OT services. However, OT work schedule shall only be one (1) hour on weekdays from 4:00 p.m. – 5:00 p.m. so as not to defeat the purpose for employees desiring to arrive home early to attend to their domestic concerns and responsibilities.
- 1.4 Two (2) original Daily Time Records (DTR) shall be accomplished and submitted at the end of every month, i.e., one (1) for the Regular Payroll and One (1) for the Overtime Payroll, indicating the total number of hours rendered for overtime work.
- 1.5 Requests for Authority to Render OT Services for the following week shall be supported by the Actual Output Report for overtime services rendered on the immediately preceding week before the same can be acted upon.
2. The said requests shall be approved by the following:
 - 2.1 At least 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 At least 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

SALARY GRADE	PERCENTAGE (%)
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 Weekly Actual Output 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 1.1 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 **01 January 2013** until **31 December 2013**.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



WIN3L05352

 Department of Public Works and Highways		REQUEST FOR AUTHORITY TO RENDER OVERTIME SERVICES	
OFFICE: _____ PERIOD COVERED : _____			
NAME	EXPECTED OUTPUT INDICATOR	ACTUAL OUTPUT ¹	
JUSTIFICATION(S):			
REQUESTED BY: Date: _____	RECOMMENDED BY: Date: _____	APPROVED: Date: _____	CONCURRED: ² Date: _____

Note: ¹ To be filled/accomplished once the OT services for the above-indicated period have been rendered.

² To be signed by the Division Chief/District Engineer concerned in concurrence with the "actual output" submitted.