



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

(21)
DPWH-13
4-11-91

March 18, 1991

DEPARTMENT ORDER)

NO. **93** *my*
4/11

SUBJECT: SUPPLEMENTAL GUIDELINES
ON THE RENDITION AND
PAYMENT OF OVERTIME SERVICES

Series of 1991)

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In Department Order No. 32 dated 8 February 1991, this Office reauthorized, and established guidelines for, the rendition and payment of overtime services for CY 1991. Under paragraphs V and VI of said Department Order, monthly employees are authorized to render overtime services for not more than two hours a day after regular working hours and during Saturdays and Holidays, and daily wage employees, on Saturdays and non-working holidays.

In the interest of public service, and to ensure that projects are finished on the stipulated/scheduled dates of completion, DPWH employees in field offices (salary grades 1 - 24) whether paid on monthly or daily basis, working or undertaking infrastructure projects, the completion periods/contract time of which are counted by calendar days, are hereby authorized to render overtime services for more than two hours a day after regular working hours, and during Saturdays, Sundays and Holidays, to be paid in accordance with the overtime pay rates prescribed in Department Order No. 32.

As delegated in paragraph VII (4) of Department Order No. 32, Regional Directors are authorized to approve the rendition and payment of overtime services of employees in the Regional and District/City Offices, and other field offices under their respective jurisdictions.

This Department Order modifies/supplements the above-cited Department Order, and shall take effect immediately.

Jose P. de Jesus
JOSE P. DE JESUS
Secretary

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