



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

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DEPARTMENT ORDER)
No. 178)
Series of 2002 *Jm*)
7.24.02)

**SUBJECT: RENDITION AND PAYMENT OF
OVERTIME SERVICES BY THE
HOUR**

Pursuant to Section 10, Rule XVII of the Civil Service Omnibus Rules, Presidential Memorandum Circular No. 111, series of 1995, and Budget Circular No. 10 dated 29 March 1996, 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. Overtime, however, shall not be resorted to in the performance of regular routine work and activities, except when unforeseen events and emergency situations will result in any of the following:
 - 1.1 Cause financial loss to the government;
 - 1.2 Embarrass the government due to its inability to meet its commitments; or,
 - 1.3 Negate the purpose for which the work or activity was conceived.
2. Subject to availability of funds, the following employees may be paid overtime services as authorized:
 - 2.1 Employees of this Department (regular, temporary, contractual and engineers who are on casual basis assigned to projects) 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.

II. REQUESTS FOR AUTHORITY TO RENDER OVERTIME SERVICES

1. Requests for authority to render overtime services shall be recommended for approval by the Division Chiefs concerned indicating therein the specific work/activities to be undertaken, the names of the personnel involved and the work schedule.
2. The said requests shall be approved by the Director or Head of the Office concerned.

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 work day;
 - 1.2 Those rendered on Saturdays but not to exceed 4 hours (from 8:00 AM to 12:00 noon); and
 - 1.3 Those rendered on non-working holidays and during calamities.
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 x H.R. x No. of hours rendered
 - 3.2 For Saturdays and non-working Holidays: Plus 50% of the hourly rate.
Overtime Pay=1.50 x H.R. x 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 to 24, total overtime pay per month shall be limited to the amounts/percentage rates set forth under Section III.1. of Department Order No. 49, s. 2001, as follows:

SALARY GRADE	PERCENTAGE (%)
6	35.0
7	33.4
8	31.8
9	30.2
10	28.6
11	27.0
12	25.4
13	23.8
14	22.2
15	20.6
16	19.0
17	17.4
18	15.8
19	14.2
20	12.6
21	11.0
22	09.4
23	07.8
24	06.2

5. Vouchers/payrolls covering the payment of overtime pay shall be supported by duly approved Daily Time Records and shall include certifications signed by the Division Chiefs concerned to the effect that:

5.1 Cumulative overtime pay being received by the employees concerned do not exceed the limitations prescribed under Section III.4 above; and,

5.2 The conditions under Section I.1 hereof have been complied with.

IV. FUNDING SOURCE

As authorized by the Department of Budget and Management.

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 June 1, 2002, and shall remain in force unless revoked or superseded.


SIMEON A. DATUMANONG
Secretary

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