



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

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11-24-03

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DEPARTMENT ORDER )  
No. **285** )  
Series of 2003 ) *11-24-03*

**SUBJECT: INTEGRATED PAYROLL SYSTEM  
ON THE PAYMENT OF SALARIES,  
OVERTIME, RATA AND OTHER  
BENEFITS OF CENTRAL OFFICE  
OFFICIALS AND EMPLOYEES**

In line with the continuing efforts of the Department to streamline the processing time for the payment of salaries, overtime, commutable Representation and Transportation Allowance (RATA) and other benefits of the Central Office officials and employees, the Integrated Payroll System is hereby prescribed.

The payroll shall be prepared into five (5) categories:

1. Salaries of Regular/Contractual Employees
2. Salaries of Regular Employees with Zero Credit/Casual Employees
3. Overtime Pay of Employees
4. Commutable RATA
5. Other Benefits

**1. Monthly Payroll for Salaries of Regular/Contractual Employees**

- 1.1 The payroll for the following pay period month shall start on the 7<sup>th</sup> of the preparation month. The pay period shall be every 15<sup>th</sup> and 30<sup>th</sup> of each month.
- 1.2 All Offices concerned shall get from the Monitoring and Information Service (MIS) the Request for Payroll Generation on the 1<sup>st</sup> day of the preparation month. The Head of Office shall fill out and sign the Request and submit to the Personnel Division, Administrative and Manpower Management Service (AMMS) on or before the 7<sup>th</sup> of the month together with the Report of Absences, Undertimes and Tardiness (RAUT) and approved leave applications.
- 1.3 The Offices concerned which failed to submit the Request and required supporting documents on the 7<sup>th</sup> of the month shall be included in the next preparation period.
- 1.4 The Personnel Division shall within five (5) working days evaluate the Request to deduct absences without approved leave applications and cancel from the payroll employees incurring absences/undertimes with zero leave credits.

- 1.5 The MIS shall generate and submit to the Personnel Division the Payroll Summary and the Summary of Deductions and Remittances within five (5) working days upon receipt of the requests. Pursuant to Section 36 of the Special Provisions of the General Appropriations Act, the MIS shall limit the deductions by priority in case an employee's monthly net take-home pay will be lower than ₱3,000.00: (1) BIR (2) GSIS (3) Philhealth (4) PAG-IBIG and (5) other deductions covered by Memorandum of Agreement entered into by the Department.
- 1.6 The Personnel Division shall prepare the corresponding disbursement voucher and certify as to correctness of the claim, and forward the documents to the AMMS Director for approval.
- 1.7 The AMMS Director shall within the same working day forward the payroll and the corresponding Summary of Deductions and Remittances to the Comptrollership and Financial Management Service (CFMS).
- 1.8 The CFMS shall be given fifteen (15) working days within which to process the payroll. The Accounting Division shall prepare the monthly remittances upon receipt of the Summary of Deductions and Remittances which shall be remitted on or before the 10<sup>th</sup> of the following month.
- 1.9 Upon receipt of the payroll and disbursement voucher, the Cash Division shall issue check payable to the Servicing Bank. Five (5) days before the payday, the Cashier shall send the diskette to the Bank for deposit to the DPWH ATM Payroll System with the instruction to effect the transfer to the bank accounts of the employees one (1) day before each payday.
- 1.10 The Request for Payroll Generation for contractual employees shall be supported with a Certification as to Availability of Allotment duly signed by the Chief, Budget Division, CFMS, in addition to the RAUT and approved leave applications. Once the funds are available, the procedures indicated under Items 1.2 to 1.9 of this D.O. shall be observed.

## **2. Monthly Payroll for Salaries of Regular Employees with Zero Leave Credits and Casual Employees**

- 2.1 The payroll shall be prepared after the 15<sup>th</sup> and 30<sup>th</sup> of the month based on the actual services rendered by the employees concerned.
- 2.2 The Offices concerned shall submit the Request for Payroll Generation, supported with the Daily Time Records (DTRs) and approved leave

applications to the Personnel Division on the working day following the 15<sup>th</sup> and the last day of the month. Employees who failed to submit the complete documents within the prescribed date shall be included in the next preparation period.

- 2.3 In the preparation of the payroll, the procedures under Items 1.2 to 1.7 of this D.O. shall be observed, except that processing time shall be limited to three (3) working days each for the Personnel Division and MIS.
- 2.4 Upon receipt of the payroll, the CFMS shall within three (3) working days, process and pay the salaries.
- 2.5 The manner of payment for regular employees with zero leave credits shall also be thru ATM Payroll System following the procedures under Item 1.9 of this D.O. Payment for casual employees shall be through cash advance by Deputized Disbursing Officers.

### **3. Monthly Payroll for Overtime Pay of Employees**

- 3.1 The payroll shall be prepared every 5<sup>th</sup> of the month and shall be based on the actual number of hours rendered for a given month. Overtime services rendered for less than one hour per day shall not be paid.
- 3.2 The preparation, processing and payment of overtime shall follow the procedures under Items 1.2 to 1.7, 2.3 to 2.5 of this D.O.
- 3.3 Claims shall be duly supported with the following documents:
  - 3.3.1 Daily Time Records (DTRs)
  - 3.3.2 Authority to Grant Overtime Services
  - 3.3.3 Work Schedule pursuant to Memorandum Circular of May 16, 2002

### **4. Monthly Payroll for Commutable Representation and Transportation Allowance (RATA)**

- 4.1 The MIS shall prepare the Payroll Summary two (2) days before the following pay period month and submit same to AMMS.
- 4.2 The Personnel Division shall prepare the corresponding disbursement voucher and certify the correctness of the claim and forward the documents to the AMMS Director for approval.

- 4.3 The AMMS Director shall forward the documents to the CFMS, which shall process and make the payment on the first week of each month.
- 4.4 The manner of payment shall also be thru ATM Payroll System.

### **5. Payroll for Other Benefits**

- 5.1 The MIS shall prepare the payroll for other benefits upon written instruction from the Assistant Secretary for CFMS.
- 5.2 The procedures under Items 1.2 to 1.9 shall be observed but the processing time shall be adjusted depending on the nature of the benefit.

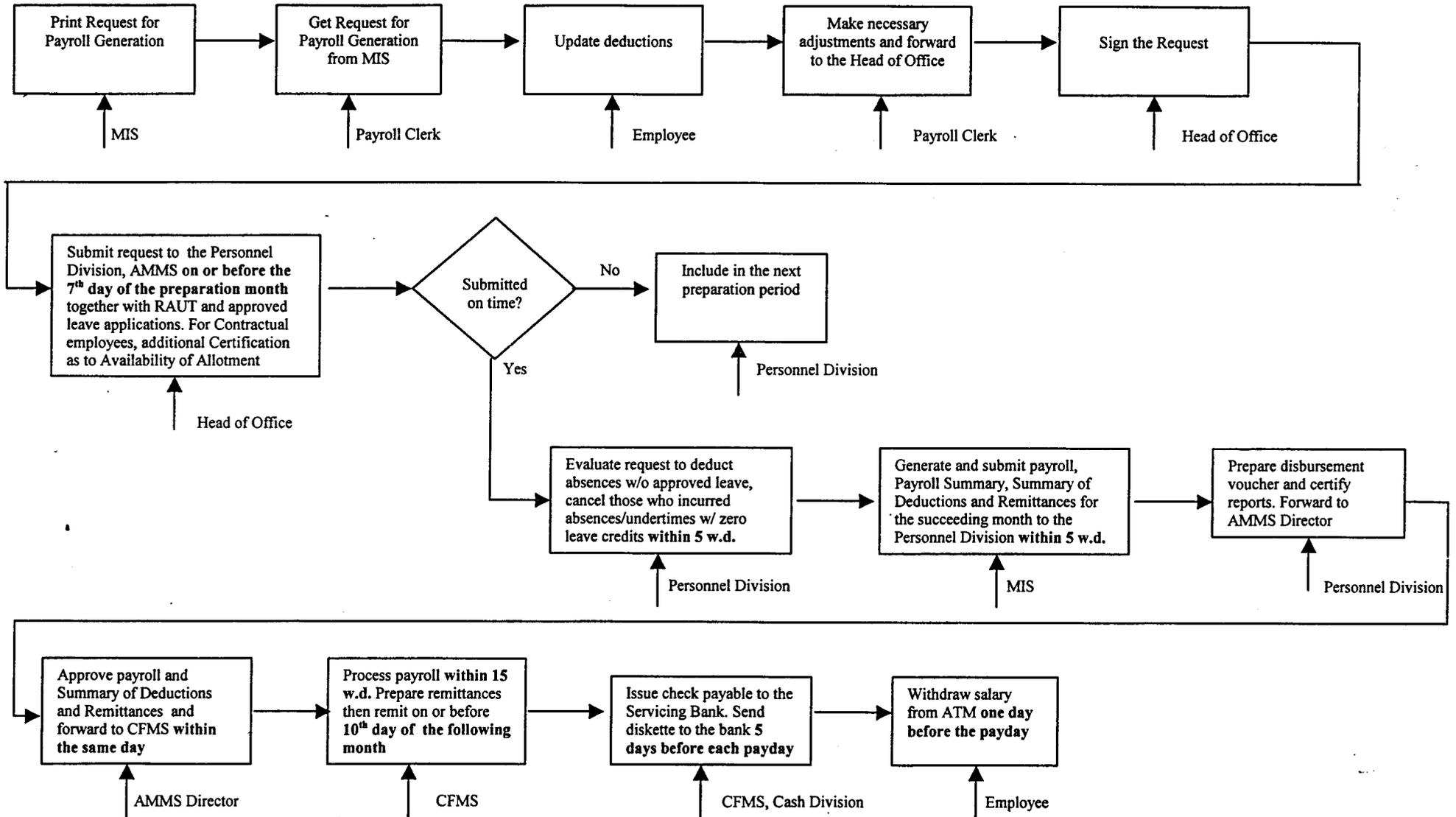
### **6. Payroll Generation**

- 6.1 The MIS shall generate the payrolls covering the five (5) categories stated above in four (4) copies for distribution to the following Offices:
  - 6.1.1 Original Copy – COA
  - 6.1.2 Duplicate Copy – Accounting File
  - 6.1.3 Triplicate Copy – Bank
  - 6.1.4 Quadruplicate Copy – File Copy of the Bureau/Service Concerned

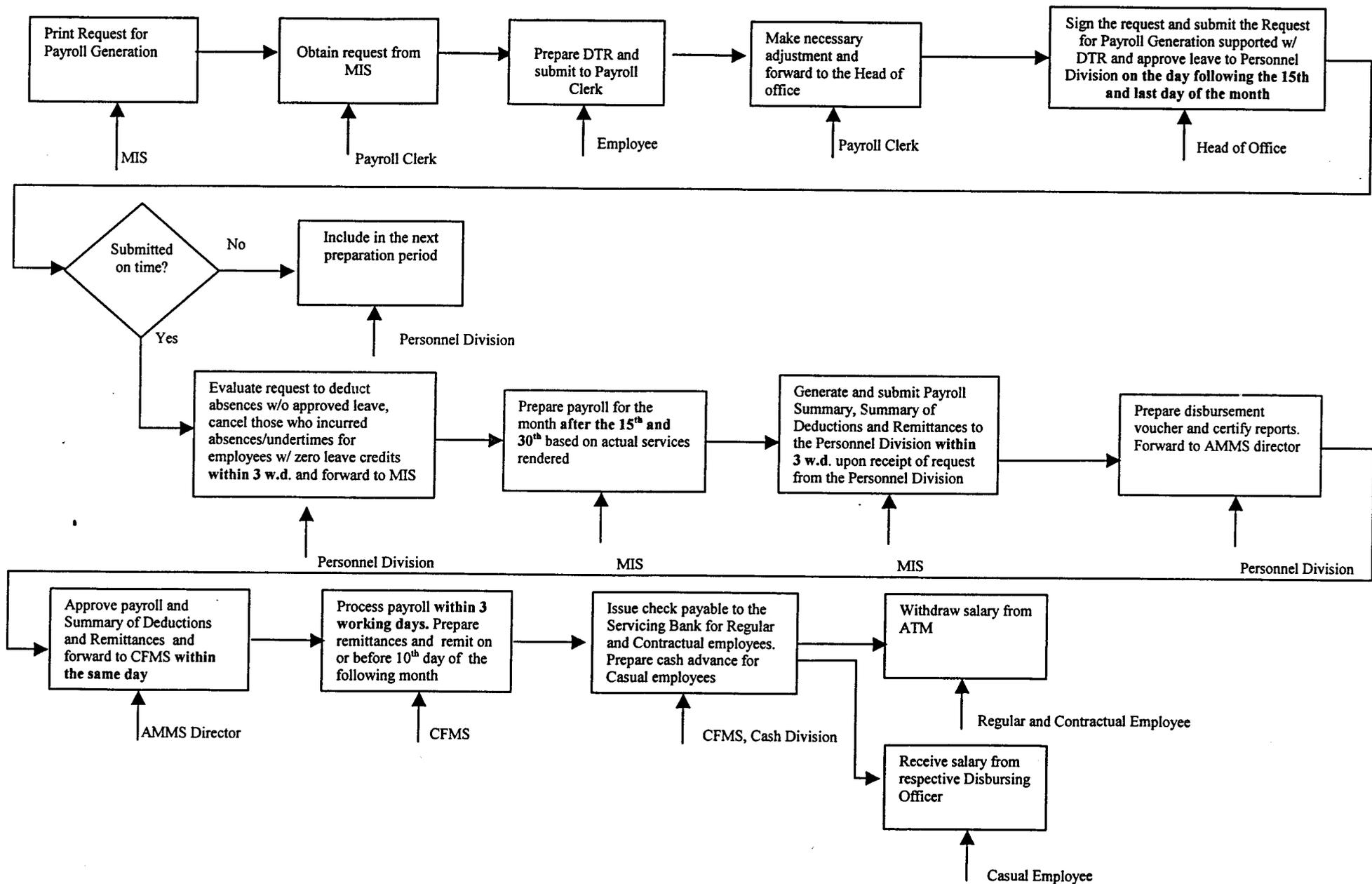
This Order supersedes all other issuances inconsistent herewith and shall take effect immediately.

  
**FLORANTE SORIQUEZ**  
Acting Secretary

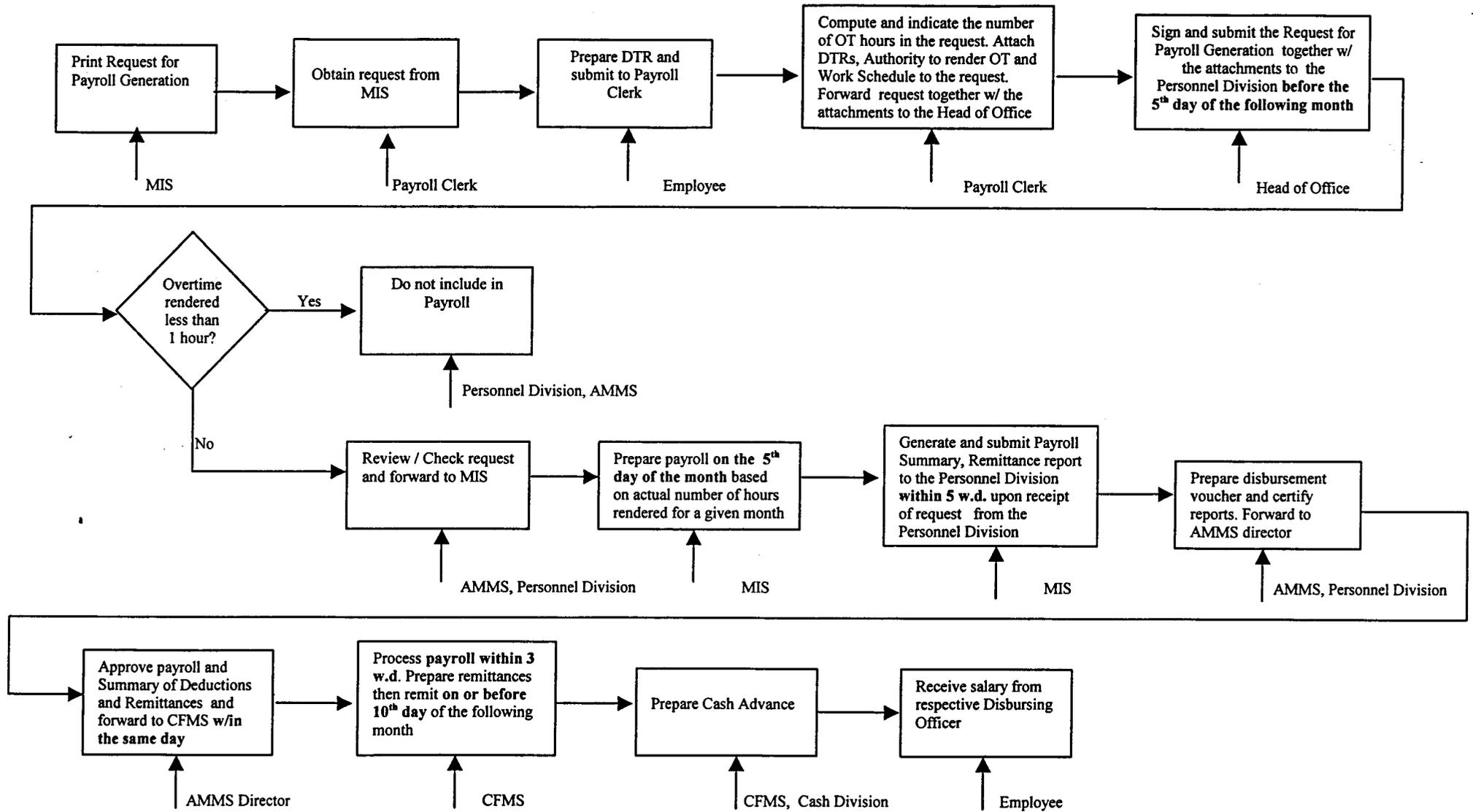
# Monthly Payroll for Salaries of Regular / Contractual Employees



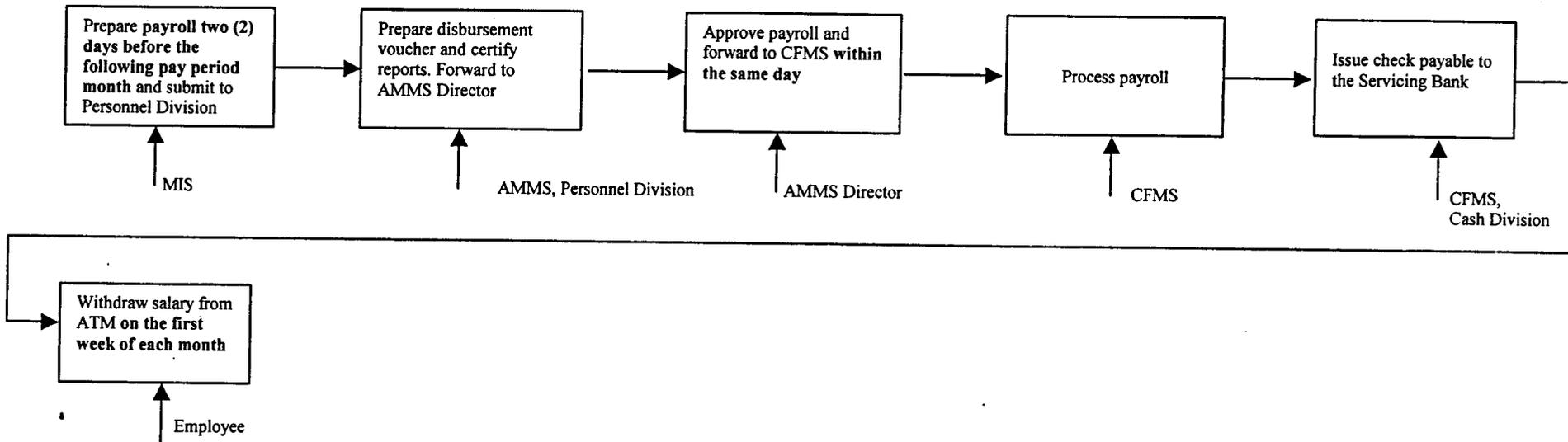
# Monthly Payroll for Salaries of Regular and Contractual Employees w/ Zero Leave Credits and Casual Employees



# Monthly Payroll for Overtime Pay of Employees



## Monthly Payroll for Commutable Representation and Transportation Allowance (RATA)



# Payroll for Other Benefits

