



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS**

DEPARTMENT ORDER NO. 2012-06

Subject : **REVISION OF DEPARTMENT ORDER NO. 2011-22 ON  
THE RENDITION AND PAYMENT OF OVERTIME  
SERVICES**

Date : 09 March 2012

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To facilitate the grant of authority to render overtime services and the systematic processing of overtime pay claims, Department Order No. 2011-22, entitled "Rendition and Payment of Overtime Services," is hereby revised.

**I. GENERAL GUIDELINES**

1. Authority to render overtime services and the payment thereof shall apply only to employees whose Divisions/Offices' work plans for overtime services have been duly approved. Emergency activities done during overtime that are not included in the work plan may be considered for payment, as long as there is an existence of an approved work plan.
2. Payment of overtime services shall not exceed 40 hours per month, after completion of the eight (8) hour work requirement on a regular work day; and during Saturdays, Sundays and non-working holidays declared through Presidential announcement, for the following activities:
  - 2.1 Completion of infrastructure projects, DOTC asset inventory-taking and other projects/tasks with set deadlines but due to unforeseen reasons the same cannot be met without resorting to overtime work;
  - 2.2 Seasonal work, such as budget preparation, submission of Annual Financial Statements and Reports to COA and other offices, preparation of SONA and annual reports, and preparation of the renewal of casual/contractual appointments, to meet the scheduled deadlines;
  - 2.3 Implementation of special programs/projects embodied in presidential directives and authorizations, and hosting of international commitments/meetings with specific dates to complete, which are in addition to the regular duties of the employees;
  - 2.4 Legal services to facilitate resolution/decision on cases;

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- 2.5 Services rendered by drivers and other immediate staff of the officials (Service Directors and above), when required to keep the same working hours as their superiors; and
- 2.6 Emergency works in the exigency of the service as certified by the concerned official/supervisor to include, but not limited to, the preparation of the Department's Rationalization Plan, Notices of Salary Adjustments, Payroll, non-regular Financial Reports, and other documents for submission to other agencies on specific dates, computation of overtime pay and other personnel benefits, office renovations not allowed during office hours, facilitation of trainings/seminars, and assistance to scheduled meetings beyond the regular working hours.
3. Subject to the availability of funds, the following personnel may be paid overtime services as authorized:
  - 3.1 Personnel of this Department (regular, temporary, coterminous, contractual and casual) with Salary Grades 1 to 26; and
  - 3.2 Re-assigned and detailed employees who are reporting on full time basis to this Department (covered by a Special Order) may be paid for their overtime services at the rate based on their *latest salary* as reflected in the Service Record from their mother agency.
4. Employees rendering overtime services after official working hours shall observe the following:
  - 4.1 Employees scheduled for overtime service shall report for work on or before 8:30 am on weekdays.
  - 4.2 Employees may render overtime service for more than two (2) hours per day. However, overtime service rendered less than one (1) hour shall not be paid.
  - 4.3 An hour break (without compensation) shall be imposed after every three (3) hours of continuous overtime work pursuant to existing regulations.
5. In case funds are not sufficient, low-ranking employees with Salary Grades 1 to 11 shall be given priority in the payment of overtime services.
6. Employees who report for work after 8:30 am on weekdays shall not be paid overtime service.

7. Overtime services may be rendered by employees during Saturdays, Sundays and holidays between 8:00 am and 5:00 pm.; provided, that they are present on the workday immediately preceding said days.
8. Employees shall not be allowed to render overtime services without their respective supervisors, who are likewise tasked to monitor/review their work/activities even during overtime. For this purpose, supervisors include Section Chief, Division Chief, Project Manager, Service/Staff Office Director, and Official with immediate staff.
9. However, for urgent assignments given to staff by higher-ranking supervisors or officials without the knowledge of the immediate supervisor, and which necessitate the rendition of overtime service, the same shall be made known by the staff concerned to the immediate supervisor in order for the latter to issue a certification acknowledging such overtime service rendered, stating therein the duration and the tasks/activities accomplished. The issuance of a certification shall be subject to the submission of an accomplishment report by the staff concerned.
10. Generally, employees who are on official business and/or attending trainings, conferences or seminars are not entitled to overtime pay. However, this provision excludes those who attend budget or Congress hearings, plenary sessions, and/or meetings of similar nature, or are members of organizing committees of, and/or secretariats to trainings, meetings, and conferences whether local (including in-house), national or international. In such cases, the concerned employees shall furnish the Personnel Division with a Certificate of Appearance issued by the Organizing/Session Committee/Secretariat indicating the duration of the activity in order for them to be entitled to overtime pay (Office Order No. 2001-17 dated 21 August 2001).
11. Members of the Bids and Awards Committee (BAC), BAC Technical Working Group/s and Secretariat/s who are paid for their overtime services shall no longer be entitled to honoraria, or vice versa, regardless of the months covered.

## II. REQUEST/APPROVAL OF AUTHORITY TO RENDER OVERTIME SERVICES

1. Request/Approval of Authority to Render Overtime Services during weekdays, Saturdays, Sundays and Holidays shall be based on Department Order No. 2011-38 - Amendment to Omnibus Delegation/Delineation of Authorities/Functions in the DOTC-Central Office and PMOs under the Department, to wit:

RECOMMENDING	APPROVING
Head Executive Assistant/ Undersecretary Concerned	Undersecretary for Operations
Assistant Secretary Concerned	Undersecretary Concerned
Director Concerned	Assistant Secretary Concerned

Further, the Request for Authority to Render Overtime Services shall indicate the names of the personnel involved, the specific work/activities to be undertaken, and the duration/work schedule. The approved Plans and Programs for the year (applicable only to the Division) and the work plan for overtime services shall also be attached to the request as reference in the evaluation/approval of the request.

2. In the absence of an approved Authority to Render Overtime Services, payment for actual overtime services rendered shall be made upon the approval of the Undersecretary concerned as recommended by the concerned Assistant Secretary/Director.

### III. COMPUTATION OF OVERTIME SERVICES WITH PAY

1. The computation of overtime services with pay shall be based on an hourly rate, subject to the existing auditing and accounting rules and regulations.
2. Vouchers/payrolls covering the payment of overtime pay shall be supported by the following documents:
  - 2.1 Approved Authority to Render Overtime Services/Approved Authority to Pay Actual Services Rendered;
  - 2.2 Approved Daily Time Records; and
  - 2.3 Monthly Accomplishment Report indicating the accomplishments during office hours and during overtime.

The employee-claimant shall submit the required documents which should be certified true copies.

### IV. ADDITIONAL PERTINENT PROVISIONS

1. Rendition of overtime service on a regular day, when suspension of work is announced, shall commence only after the completion of the regular eight (8) hour work requirement.

2. All claims for overtime pay shall be submitted to the Personnel Division for evaluation as to completeness of the documents prior to its transmittal to the Treasury Division for the computation of the overtime pay and preparation of disbursement voucher. All claims with incomplete documentary attachments will be returned to the concerned employees/Office.
3. This Order shall be uniformly applied; thus, any exemption from the aforesaid provisions shall be approved by the undersigned.

**V. FUNDING SOURCE**

Funds for the payment of overtime services shall be charged against savings from released allotments for current operating expenditures without need for prior authority from the Department of Budget and Management.


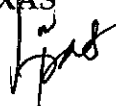
**VI. REPEALING CLAUSE**

All Department Orders/issuances inconsistent herewith are hereby revoked and superseded accordingly.

**VII. EFFECTIVITY**

This Order shall take effect immediately.

For strict compliance.

  
MAR ROXAS  
Secretary 



  
DOTC-OSEC OUTGOING 12-00263