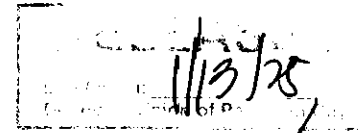




Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**



January 13, 2025

**Division Memorandum**

No. 08, s. 2025

**GUIDELINES ON OVERTIME SERVICES AND  
OVERTIME PAY FOR DEPED PAGADIAN CITY DIVISION PERSONNEL**

**To:** Assistant Schools Division Superintendent  
All Personnel

1. Pursuant to CSC-DBM Joint Circular No. 2, s. 2015 providing for the "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees", CSC-DBM Joint Circular No. 2-A s, 2005 titled as "Amendments to the CSC-DBM Joint Circular No. 2, s. 2004 re: Non-Monetary Remuneration for Overtime Services Rendered", and all other related issuances, this Office hereby adopts the following guidelines on Overtime Services and Overtime Pay in the Division of Pagadian City to provide uniformity, and ensure fairness and efficiency on the rendition of overtime services and the corresponding remuneration.
2. **General Policy.** The number of personnel and hours to render overtime services including, the manner of remuneration, shall be subject to the discretion of the Schools Division Superintendent.

The rendition of overtime services shall only be authorized when extremely necessary, such as when a particular work or activity cannot be completed within the regular working hours and that the completion of the same will: (a) cause financial loss to the government; (b) embarrass the government due to its inability to meet its commitments; (c) negate the purposes for which the work or activity was conceived.

3. **Written Request.** All personnel intending to render overtime services must submit a written request at least fifteen (15) days before period of planned overtime to be approved by the Schools Division Superintendent or his duly





Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

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designated representative. Each request must indicate therein purpose for the request, expected outputs, specific days and hours covered, and the manner of compensation. It must be duly conformed by his/her immediate supervisor.

A Division Chief, Section or Unit Head may however, submit one (1) request indicating therein the names of identified personnel to render overtime services, expected outputs, specific days and hours covered, and the manner of compensation.

4. **Prior Approval.** No overtime service shall be compensated unless there is prior approval to render the same.
5. **Manner of Remuneration.** Remuneration for overtime services shall be through CTO, in accordance with the guidelines under CSC-DBM Joint Circulars No. 2, s. 2004 and No. 2-A, s. 2005. Payment of cash may only be authorized in exceptional cases when the application for CTO for all overtime hours would adversely affect the operations of the agency.
6. **Qualified Personnel.** Only appointive and salaried civilian government employees holding regular, contractual, and casual positions of Division Chiefs or equivalent level and below may be authorized to render overtime services with pay or compensation.
7. **Unauthorized Personnel.** Employees who fall under these categories are precluded from rendering overtime services:
  - a. Holding positions higher than Division Chiefs or equivalent levels;
  - b. Granted other forms of allowances or benefits for services rendered beyond the prescribed work hours under existing laws, rules and regulations;
  - c. On travel status.
8. **Priority Activities.** Activities that may warrant the rendition of overtime services may include the following:
  - a. Implementation of special or priority programs and projects embodied in Presidential directives with specific dates of completion;





Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

- b. Completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to overtime work;
- c. Essential public services during emergency or critical situations that would require immediate or quick response;
- d. Relief, rehabilitation, reconstruction, and other work or services during calamities and disasters;
- e. Seasonal work, such as but not limited to, preparation of budgets and annual reports, in order to meet scheduled deadlines;
- f. Preparation of financial and accountability reports required by oversight agencies like Office of the President, Congress of the Philippines, Commission on Audit, Department of Budget and Management, and National Economic and Development Authority;
- g. Services rendered by drivers and other immediate staff of officials when they are required to keep the same working hours as their officials; and
- h. Such other activities as are needed to meet performance targets or deliver services to the public as may be determined by the agency head.

9. **Period of Overtime Services.** The period of overtime service in a workday for a full-time employee shall include:

- a. Those rendered beyond the normal eight (8) work hours on scheduled workdays or forty (40) hours a week, and those rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest;
- b. Those rendered by drivers and other immediate staff of officials who are required to keep the same work hours as these officials, which are beyond 8 work hours or the prescribed work hours in a work day, and on rest days or scheduled days off, holidays and special non-working days.

10. **Payment of Overtime Services.** If the Schools Division Superintendent grants the payment of Overtime Pay, the same shall be based on the employee's hourly rate and the applicable premium on that rate, depending on the day such overtime service was rendered.

10.1. The number of work hours of overtime service rendered on a scheduled workday **N**<sub>1</sub>, and those rendered on a rest day or scheduled day off, holiday or



Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

special non-working day, **N<sub>2</sub>**, shall be computed by considering the provisions under Section 10 of this Memorandum.

10.2. The formula below shall be used to compute the hourly rate of an employee on full-time employment (**HR**), with a monthly salary (**S**), for twenty-two (22) work days in a month and eight (8) hours per workday:

$$HR = \left[ \frac{S}{1 \text{ Month}} \right] \left[ \frac{1 \text{ Month}}{22 \text{ Workdays}} \right] \left[ \frac{1 \text{ Workday}}{8 \text{ Work Hours}} \right]$$

10.3. The Overtime Pay shall be 125% or 1.25 of HR on a scheduled workday and 150% or 1.5 of HR on a rest day or scheduled day off, holiday or special non-working holiday.

10.4. The total Overtime Pay, for a month for an employee on full-time employment, **OT Pay**, shall be computed based on the following formula:

$$OT \text{ Pay} = 1.25 (HR) (N_{1TOTAL}) + 1.5 (HR)(N_{2TOTAL})$$

Or to simplify,

$$OT \text{ Pay} = HR [1.25 (N_{1TOTAL}) + 1.5 (N_{2TOTAL})]$$

#### 10. Limitations on Overtime Services and Overtime Pay

- a. Only employees who arrive on or before the start of the workday shall be allowed to render overtime work with pay, provided that at least two (2) hours of overtime services are rendered;
- b. One-hour breaks shall be observed for breakfast, lunch, or supper and rest, and every three (3) hours of continuous overtime service, or as may be necessary;
- c. Rendering overnight overtime service shall be resorted only when extremely necessary. No employee shall be allowed to render overnight service for more than two (2) consecutive nights for health reasons and to ensure employee productivity.
- d. The period of overtime services shall not be used to offset undertime.
- e. Only a maximum of twelve (12) hours of overtime services on a rest day, scheduled day off, holiday or special non-working holiday shall be





Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

- compensated through Overtime Pay. Any excess over 12 hours shall be compensated through CTO.
- f. The total Overtime Pay of an employee in a year shall not exceed 50% of his/her total basic salary for the year.
  - g. An employee may accrue not more than forty (40) hours of CTO in a month and in no instance shall the unexpended balance exceed one hundred twenty (120) hours.
  - h. CTO should be used within the year these were earned until the immediate succeeding year. Thereafter, any unutilized CTOs are deemed forfeited.
  - i. The CTOs earned cannot be converted to cash, nor can it be added to the regular leave credits of an employee.
11. All Division memoranda, rules, and regulations inconsistent with this issuance are deemed repealed, rescinded, or modified accordingly.
12. This Memorandum takes effect immediately upon approval.
13. Immediate dissemination of and strict compliance with this Order is directed.

**DANNY B. CORDOVA, EdD., CESO V**  
Schools Division Superintendent

References:

- CSC-DBM Joint Circular No. 2, s. 2015
- CSC-DBM Joint Circular No. 2-A s, 2005
- CSC-DBM Joint Circular No. 2, s. 2004

