

Republika ng Pilipinas

Administrang Pangasinan ng Batubig
(NATIONAL IRRIGATION ADMINISTRATION)
TANGGAPAN NG TAGAPANGASIWA
Lungsod ng Quezon

MC # 15, s. 1971

MEMORANDUM CIRCULAR

T O : ALL CHIEFS OF DEPARTMENTS AND STAFFS; SPECIAL PROJECT MANAGERS, REGIONAL, PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS; OFFICERS-IN-CHARGE OF SYSTEMS AND ALL OTHERS CONCERNED.
T h i s O f f i c e

SUBJECT : Guidelines for Submission of Requests to Render Overtime Work.

To give a more meaningful approach to the Administration's Austerity Program, insofar as granting of authority to render overtime work is concerned, enumerated hereunder are the guidelines wherein granting of the authority being sought shall be based:

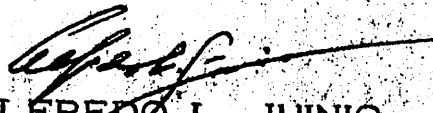
1. Except on extremely urgent cases that may involve loss or damage to life, limb, or property, no overtime work should be undertaken without prior approval of the undersigned. Whenever it is extremely urgent and necessary to render such overtime work, the same may be undertaken provided the request for authority is forwarded to this Office within 48 hours from start of emergency work and explaining the circumstances surrounding it.
2. Requests for authority to render overtime work should include the necessary justification, the scope of work to be undertaken, the names of personnel, the duration and amount involved. (For computation, see Item 6 hereof.)
3. It may be necessary for chiefs of departments, staffs and divisions, Special Project Managers, Assistants and Regional, Provincial and Project Irrigation Engineers, Irrigation Superintendents and Officers-Incharge of Systems to work with their men during overtime, but considering that the nature of their duties involves

~~...from one another partaking of functions of~~
"managerial employees" per decision of the Auditor General, they are not allowed overtime pay. (Ref.: Decision of the Auditor General dated February 22, 1966).

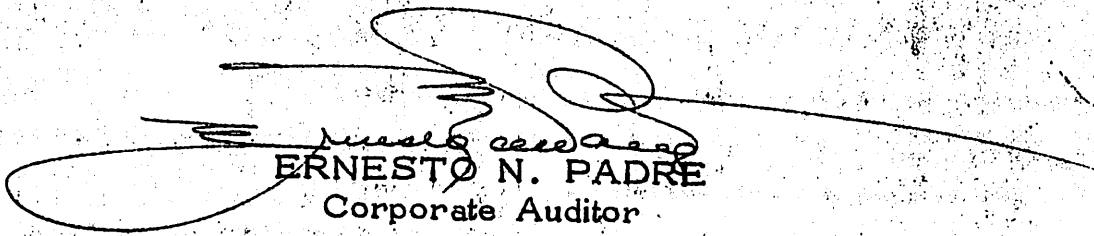
4. Except those involved in the prosecution of work in the field and those engaged in safeguarding NIA properties, authorized overtime work shall be reckoned between 5:30 P.M. and 8:00 P.M. only during regular working days and from 8:30 A.M. to 12:00 A.M. and from 1:00 P.M. to 5:30 P.M. during Holidays, Saturdays OR Sundays. (That is, if they work on a Saturday, they should not work the following day, Or, if they intend to work on a Sunday, they should not work the day before.) Any schedule of overtime work not in accordance with the above should first be approved by the undersigned.
5. Drivers rendering overtime during Saturdays or Sundays and holidays shall be considered as "In" by the time they reported for duty and "Out" by the time they garage the vehicle. During regular working days, their time "In" shall commence from 5:30 P.M.
6. Provided, that at no time shall such additional compensation exceed for any one (1) month the equivalent of the regular compensation, nor shall it exceed for any one (1) year fifty per centum thereof and when paid out of corporate funds, overtime compensation shall be paid by the hour at such rates as may correspond to the respective rates of salaries or wages of those concerned, divided by the number of working hours during the month plus 25% additional. Overtime paid from unexpended balances for salaries and wages authorized in any General Appropriations Act shall continue to be governed by the requirements of Commonwealth Act No. 246.
7. Requests for overtime shall be coursed through the Administrative Department for processing and the Chief Corporate Accountant for certification as to availability and source of funds.
8. Reports of accomplishment should be submitted to this Office

after the termination of each approved overtime or at the end of every month, whichever comes first.

9. This Circular takes effect March 1, 1971.
Strict compliance hereon is enjoined.


ALFREDO L. JUINIO
Administrator

CONCURRED:


ERNESTO N. PADRE
Corporate Auditor