



Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

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OUR REFERENCE:

MC # 27 s, 1996

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR/ ASSISTANT ADMINISTRATORS/  
DEPARTMENT/REGIONAL AND PROJECT MANAGERS/IRRIGATION  
SUPERINTENDENTS/PROVINCIAL IRRIGATION OFFICERS AND  
All others concerned

SUBJECT: GUIDELINES ON THE RENDITION OF OVERTIME SERVICES

For the information and guidance of all concerned, hereunder are the guidelines and procedures on the rendition of overtime services with pay in the NIA pursuant to the provisions of Budget Circular No. 10 dated March 29, 1996:

1.0 Policy

Overtime work should be avoided by the adequate planning of work activities. It should not be resorted to in the performance of regular routine work and activities, except in cases when unforeseen events and emergency situations will result in any of the following:

- 1.1. cause financial loss to the government or its instrumentalities;
- 1.2. embarrass the government due to its inability to meet its commitments or;
- 1.3. negate the purposes for which the work or activity was conceived.
2. Specific activities for which necessary overtime with compensation may be authorized include the following:
  - 2.1. completion of infrastructure and other projects with set deadlines when due to unforeseen event/s the deadline cannot be met without resorting to overtime work;

- 2.2 relief, rehabilitation, reconstruction and other related work or services during calamities disasters;
- 2.3 seasonal work such as budget preparation and rendition of annual reports to meet scheduled deadlines;
- 2.4 preparation of special financial/ accountability reports required occasionally by central monitoring agencies like the Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management, National Economic Development Authority;
- 2.5 the provision of essential services during emergency situations, such as power and energy, water distribution and control of basic staples, communication and transportation, medical and health services, peace and order and security;
- 2.6 Implementation of special program /projects embodied in presidential directives and authorizations, and with specific dates to complete which are in the nature of additional work of personnel with other regular duties; and

### 3.0 Coverage

- 3.1. Incumbents of positions of chief of division and below under permanent, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee.
- 3.2 Incumbents of positions of chief of division and below who are designated to a position in the Career Executive Service (CES).
- 3.3 Drivers and other immediate staff of officials authorized to have such staff support when they are required to keep the same working hours as their superior.

#### 4.0 Exemption

The following government personnel are not covered by this Circular:

- 4.1 Administrator
- 4.2 Deputy Administrator
- 4.3 Assistant Administrators
- 4.4 Department/Regional/Project Managers
- 4.5 Incumbents of intermediate positions which have been allowed and created in-between the above enumerated positions in the existing organizational structure/staffing pattern of government agencies, SUCs, LGUs, GOCCs and GFIs;
- 4.6 Other appointive officials whose equivalent rank is higher than a chief of division; and
- 4.7 Officials/employees on assignment with special projects and are paid honoraria, allowances and other forms of compensation are also barred from receiving overtime compensation. All such honoraria, allowances and other forms of compensation shall be considered as their full compensation in lieu of overtime pay.

#### 5.0 Overtime Services shall include :

- a. those rendered beyond eight (8) work hours of a regular work day;
- b. those rendered on rest days , such as Saturdays and Sundays; and
- c. those rendered on holidays or non-working days.

#### 5.1. Computation of Overtime Services :

- 5.1.1. Personnel rendering overtime services shall be entitled to overtime pay by the hour which shall be based on his/her actual hourly rate, computed

$$\text{Actual Hourly Rate (H.R.)} = \frac{\text{Actual Salary per month}}{22 \times 8}$$

A. For ordinary working days : Plus 25% of the hourly rate (0.25 x H.R.).

Overtime Pay=1.25 x H.R.x No. of hours rendered

B. For rest days and holidays: Plus 50% of the hourly rate (0.50 x H.R.)

Overtime Pay= 1.50 x H.R.x No. of hours rendered

5.2 The total overtime pay of the employee for the year shall not exceed fifty percent( 50%) of his annual basic salary.

5.3 Overtime pay for contractual personnel shall be based on the rate exclusive of the 20 % premium.

5.4 Overtime period shall not exceed three(3) continuous months unless the need is strongly justified ; in which case, a break of fifteen (15) calendar days shall be observed before resumption of overtime.

#### 6.0 Conformance with CSC Rules

Authority to render overtime service shall be subject to Civil Service Commission (CSC) Rules particularly Section 9, and 10 of Rule XVII on government office hours which states that " Off-setting of tardiness or absences by working for an equivalent number of minutes /hours by which an employee has been tardy or absent ,beyond the regular or approved working hours of the employees concerned shall not be allowed. "and " When the interest of the service so requires, the daily hours of work for officers and employees may be extended by the head of the Agency xxx.."

It is understood that an employee who renders overtime services must have rendered the full eight (8) hours work for the day; otherwise it will negate the purpose for which overtime services were requested. Likewise, employees who will render overtime work on Saturdays, Sundays, and holidays must have rendered in full the forty (40) hours work requirement for the week .

#### 7.0 OFFICIALS AUTHORIZED TO APPROVE RENDITION OF OVERTIME SERVICES:

7-1. ADMINISTRATOR - all overtime service for more than 15 days; all OT service of his staff.

7-2. Deputy Administrator/Assistant Adminis-  
trators - personnel under their  
respective sectors but not beyond 15  
days. (Extension of overtime services  
which will result to more than 15 days  
continuous service shall require the  
approval of the Administrator.)

7-3. RID/OM/PM - personnel under their  
jurisdiction for a duration not exceeding  
15 days, provided there is no increase in  
the amount of POW and no funds are  
requested from Central Office.

8.0 Meal Allowance as a form of payment of overtime  
services shall no longer be allowed.

9.0 Funding Source- Agencies are hereby authorized  
to pay overtime services out of the following:

9.1 The amounts specifically appropriated in the  
agency budget for overtime pay;

9.2. Savings from released allotments for current  
operating expenditures subject to the  
following limitations:

9.2.1. All authorized mandatory expenses have  
been paid first ;and

9.2.2 Total overtime payments in a given  
calendar year shall not exceed five  
percent (5%) of the total salaries  
of authorized positions of the agency.

9.3. Agencies are hereby authorized to use  
savings from released allotments for  
current operating expenditures for the  
payment of overtime services without need  
for prior authority from the Department of  
Budget and Management ,provided, that the  
conditions set under Section 8 .2 B hereof  
are fully satisfied.

9.4. In the case of government -owned and /or  
controlled corporations, including govern-  
ment financial institutions, local government  
units, and project personnel, funding shall  
be sourced from their respective corporate,  
local and project funds.

#### 10.0 Resolution of Issues

Issues and conflicts arising from the implementation of this Circular, and cases not covered by the provisions herein shall be submitted to the DBM for resolution.

#### 11.0 Repealing Clause

Provision(s) of existing circulars, guidelines and other issuances inconsistent herewith are hereby rescinded /repealed and/or modified accordingly.

#### 11.0 Effectivity

This circular shall take effect April 1, 1996.

  
RODOLFO C. UNDAN  
Administrator

September 13 1996