



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

January 12, 1984 ✓

MINISTRY ORDER

No. **4**

Series of 1984

SUBJECT: Payment of Honoraria in Lieu of Overtime Pay to Regular and Contractual Employees and Overtime Pay by the Hour to Casual Employees of this Ministry

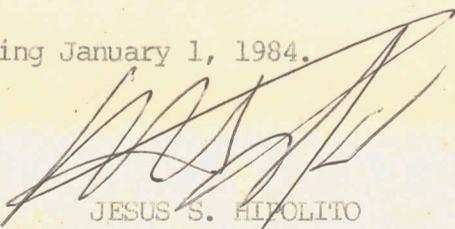
For the guidance of all concerned, the following policies regarding payment of honoraria in lieu of overtime pay, as provided for under LOI 565, and the payment of overtime services by the hour are hereby promulgated:

1. Payment of honoraria in lieu of overtime pay to regular and contractual employees of this Ministry shall be limited to not more than forty percent (40%) of their basic salaries. The basic salaries of contractual employees are their monthly rates less 20%;
2. The minimum number of hours required for overtime to be entitled to honoraria should be thirty (30) hours per month;
3. The vouchers/payrolls covering payment of honoraria in lieu of overtime pay should include a certification signed by the appropriate Head of Office of the personnel concerned, which head shall be at least a Division Chief, to the effect that overtime services for at least 30 hours has been rendered during the month;
4. Likewise, there should be a certification signed by the Head of Office concerned (Director, Project Manager or Service Chief) to the effect that cumulative honoraria in lieu of overtime being received by the subject personnel do not exceed 40% of their basic salary;
5. For regular employees, absences of more than five (5) days in a month shall be deducted proportionately from their honoraria in relation to the number of days in a month;
6. Overtime services rendered by casual employees of the Ministry shall be paid by the hour, based on their monthly wages or ₱300.00 per month whichever is lower.

The rates of honoraria to be given to officials and employees shall continue to be based on Administrative Order No. 2, series of 1979, issued by former Minister Vicente T. Paterno.

All authorization for the grant of honoraria/overtime previously issued are hereby revoked and new request for authority, signed by the respective heads of bureaus/services/offices shall be subject to approval by the Deputy Minister concerned. This new authority, when approved, shall be valid for one quarter, subject to renewal thereafter or revocation earlier, if warranted. In no case, however, shall such authority be valid or effective beyond the calendar year it was approved.

This Order shall take effect beginning January 1, 1984.


JESUS S. HIPOLITO
Minister

ok for file - 1/30/84