



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

097.13-MPHW.
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10 February 1986

MINISTRY ORDER)

NO. 9)

Series of 1985

Subject: Authorizing Regional Directors
Under Delegated Authority to Approve
Requests for the Grant of Honoraria
in Lieu of Overtime Pay and the Approval
of Requests for Authority to Render
Overtime Services to Daily-Waged Employees

In order to effect better review of requests for the grant of honoraria in lieu of overtime pay for overtime services rendered by field personnel, Regional Directors are hereby given delegated authority to approve such requests submitted by the field offices within the region, subject to the following guidelines:

1. Approval of requests for authority to receive honoraria in lieu of overtime pay, pursuant to LOI 565 COA Circular No. 78-77, series of 1978 and Ministry Order No. 6 series of 1985, shall be made only when the following conditions are met:
 - a) There are sufficient funds available for the purpose. Honoraria may be paid out of the savings from the 3% allocated for preliminary engineering and construction supervision of projects after providing for salaries of floating or contractual personnel needed in the implementation of the project. This shall be the exclusive source of funds for this purpose.
 - b) Overtime services must be absolutely necessary. - The need for overtime services must be urgent or absolute. Only overtime services that are urgent and imperative for the expeditious/completion of construction projects shall be authorized, and only personnel actually engaged in these services shall be allowed to collect honoraria in lieu of overtime pay.
 - c) That total honoraria authorized to be paid shall be limited to not more than fifty percent (50%) of the basic salary of the official/personnel concerned.
 - d) Overtime services for the daily-waged employees shall be paid their corresponding daily rates during Saturdays, Sundays and Holidays, and the services in excess on the regular eight (8) working hours will be paid by the hour based on their daily rates or Three Hundred Pesos (₱300) per month, whichever is lower and that they are no longer entitled to collect honoraria in lieu of overtime pay.

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