



REPUBLIC OF THE PHILIPPINES  
MINISTRY OF PUBLIC WORKS AND HIGHWAYS

OFFICE OF THE MINISTER

MANILA

16 February 1984 ✓

MINISTRY ORDER

NO. **10**  
Series of 1984

SUBJECT: Payment of Honoraria in lieu of Overtime  
Pay to Detailed Employees of this Ministry

For the guidance of all concerned, the following policies regarding payment of honoraria in lieu of overtime pay to detailed personnel of this Ministry are hereby promulgated:

1. FULL-TIME DETAILED EMPLOYEES:

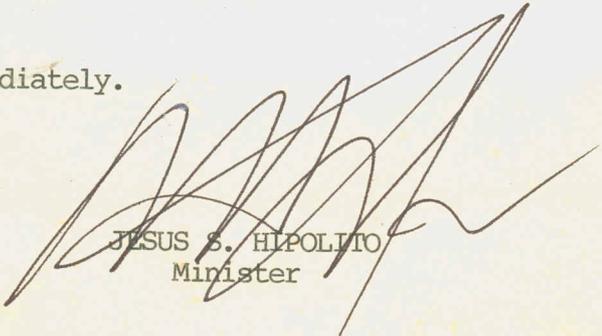
- a. Honoraria shall be limited to not more than 40% of their basic salaries. Basic salaries must be based on the OCPC rates.
- b. The minimum number of hours required for overtime to be entitled to honoraria is thirty (30) hours per month.
- c. There should be a certification signed by the head of recipient office concerned to the effect that the honoraria in lieu of overtime pay being received do not exceed 40% of their basic salaries.
- d. 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.
- e. Rates must be based on Administrative Order No. 2 series of 1979.

2. PART-TIME DETAILED EMPLOYEES:

- a. Part-time detailed personnel are entitled to only one (1) authority, not exceeding 20% of their basic salaries. Basic salaries are based on OCPC rates.
- b. The minimum number of hours required to be entitled to honoraria is fifteen hours per month.
- c. A certification must be signed by the head of recipient office concerned that the honoraria in lieu of overtime pay being received do not exceed 20% of basic salaries;
- d. Rates shall be based on Administrative Order No. 2, series of 1979.

It is hereby emphasized that only officials and employees detailed upon prior request and/or approval by the Minister shall be entitled to honoraria.

This order takes effect immediately.

  
JESUS S. HIPOLITO  
Minister

OK for file - 2/24/84