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Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.13 DPWH
23-23-2016

DEPARTMENT ORDER)
NO. **69**)
Series of 2016 03.20.16)

SUBJECT: Amending Integrated Payroll System on the Payment of Salaries, Overtime, RATA and Other Benefits of Central Office Officials and Employees and Service Fee of Job Order Personnel

In line with the continuing effort of the Department to streamline the processing time for the payment of salaries, overtime, commutable Representation and Transportation Allowance (RATA), and other benefits of the Central Office officials and employees and service fee of Job Order personnel, the Integrated Payroll System is hereby amended.

The payroll shall be prepared in six (6) categories:

1. Salaries of Regular Employees
2. Salaries of Regular Employees with less than ten (10) days of VL/SL
3. Overtime Pay of Employees
4. Commutable RATA
5. Service Fee of Job Order Personnel
6. Other Benefits (Midyear and Year-end Bonus, PBB, CNA, Clothing, etc.)

1. Monthly Payroll for Salaries of Regular Employees

- 1.1 The preparation of the payroll for the following monthly pay period shall start on the 7th of the current month. The pay period shall be every 15th and 30th of each month.
- 1.2 All Offices concerned shall obtain from the Payroll Unit, Human Resources Management Division (HRMD) the Trial Payroll on the 1st day of the current month. The Head of Office shall fill out and sign the Trial Payroll and submit it to the Employees Welfare and Benefits Section (EWBS), HRMD on or before the 7th of the month together with the Report of Absences, Undertimes, and Tardiness (RAUT), and approved leave applications.
- 1.3 Offices that fail to submit the Trial Payroll and required supporting documents on the 7th of the month shall be included in the next preparation period.
- 1.4 The HRMD shall evaluate within five (5) working days the Trial Payroll, deduct absences without approved leave applications and cancel employees from the payroll whose accumulated leave balance is less than ten (10) days of Vacation Leave and Sick Leave.
- 1.5 The HRMD shall generate the Payroll Summary, ATM CD and Summary of Deductions and Remittances within five (5) working days upon receipt of the

requests of Trial Payroll. Section 52 of the General Provisions of the General Appropriations Act (GAA) of FY 2016 provides that the employee's monthly net take home pay will not be lower than ₱3,500.00 after effecting the authorized deductions with BIR, GSIS, Philhealth, and HDMF as the first priority in the order of preference. Other deductions covered by Memorandum of Agreement entered into by the Department may be allowed for payment subject to Section 52 of GAA on the total net home pay.

- 1.6 The HRMD shall prepare the corresponding disbursement voucher and certify as to necessity and legality of the claim, and forward the documents to the HRAS Director for approval.
- 1.7 The HRAS Director shall within the same working day forward the payroll, ATM CD and the corresponding Summary of Deductions and Remittances to the Financial Management Service (FMS).
- 1.8 The FMS shall be given two (2) working days within which to process the payroll. The Accounting Division shall prepare the monthly remittances upon receipt of the Summary of Deductions and Remittances which shall be remitted on or before the 10th of the following month.
- 1.9 The FMS shall send the ATM CD to the Servicing Bank for deposit to the DPWH ATM Payroll System with the instruction to effect the transfer to the bank accounts of the employees one (1) day before each payday.

2. Monthly Payroll for Salaries of Regular Employees with less than ten (10) days accumulated VL/SL

- 2.1 The payroll shall be prepared after the 30th of the month based on the actual services rendered by the employee concerned.
- 2.2 The Offices concerned shall submit the Request for Payroll Generation, supported with the Daily Time Records (DTRs) and approved leave applications to the HRMD on the 1st working day following the last day of the month. The time roll shall be evaluated within the day to deduct absences with approved leave applications, tardiness, and undertimes. Employees who failed to submit the complete documents within the prescribed date shall be included in the next preparation period.
- 2.3 The HRMD shall generate the Payroll Summary within one (1) working day upon receipt of the requests by the Payroll Unit following Section 52 of the General Provisions of the General Appropriations Act of FY 2016 under Item 1.5 of this D.O.

- 2.4 The HRMD shall prepare the corresponding disbursement voucher and certify the correctness of the claim, and forward the documents to the HRAS Director for approval.
- 2.5 The HRAS Director shall within the same working day forward the payroll to the Financial Management Service (FMS).
- 2.6 The FMS shall prepare the List of Due and Demandable Accounts Payable-Advice to Debit Account (LLDAP-ADA) of the voucher submitted within two (2) working days and forward the same to HRMD for preparation of ATM CD which, in turn, shall be prepared within one (1) working day. The Accounting Division shall prepare the monthly remittances upon receipt of the Summary of Deductions and Remittances which shall be remitted on or before the 10th of the following month.
- 2.7 HRMD shall send the ATM CD with Payroll Register to the HRAS Director for signature and shall be forwarded to the FMS.
- 2.8 FMS shall send the ATM CD to the Servicing Bank for deposit to the DPWH ATM Payroll System with the instruction to effect the transfer to the bank accounts of the employees within the next 24 hours.

3. Monthly Payroll for Overtime Pay of Employees

- 3.1 All Offices concerned shall obtain the Trial Payroll from the Payroll Unit, HRMD, on the 1st day of the month and submit the same on or before the 7th of the preparation month. Trial payrolls not submitted to HRMD within the prescribed date shall be included in the next preparation period.
- 3.2 The HRMD shall evaluate the trial payroll within one (1) working day. It shall be based on the actual number of hours rendered for a given month. Overtime services rendered for less than two (2) hours per day shall not be paid.
- 3.3 The preparation, processing and payment of overtime shall follow the procedures under Items 2.3 to 2.8 of this D.O.
- 3.4 Vouchers/payrolls covering the payment of overtime pay shall be supported by the following documents:
 - 3.4.1 Daily Time Records (DTRs)
 - 3.4.2 Approved Request for Authority to Render Overtime Services; and
 - 3.4.3 Monthly Actual Output Reports

4. Monthly Payroll for Commutable Representation and Transportation Allowance (RATA)

- 4.1 All Offices concerned shall obtain the Trial Payroll for the RATA of the preceding month from the Payroll Unit, HRMD, on the 1st day of the preparation month and submit the same to the HRMD for processing at least two (2) working days after the end of the previous month, and shall certify the correctness of the claim within two (2) working days upon receipt thereof with complete attachments.
- 4.2 The preparation, processing and payment of RATA shall follow the procedures under Items 2.3 to 2.8 of this D.O.
- 4.3 Claims shall be duly supported with the following documents:
 - 4.3.1 RATA Certification
 - 4.3.2 Daily Time Record (DTRs) with approved leave applications
 - 4.3.3 Memorandum/Directive/Travel Order (if applicable)
 - 4.3.4 Special Order/UPMO Designation Order (if applicable)

5. Monthly Payroll for Service Fee of Job Order Personnel

- 5.1 The payroll clerk of the office concerned shall prepare/submit the Request for Payroll Voucher Generation with complete documents, the working day immediately after the 15th and 30th day of the month to HRMD. Failure to submit the request in time with complete documents shall result to the inclusion of the payroll in the next generation period.
- 5.2 The HRMD shall review all documents with complete attachments and funding certification upon receipt within one to two (1-2) working days. All requests with incomplete attachments, erroneous entries, etc. will not be received by HRMD and shall be returned immediately to the office concerned.
- 5.3 The Payroll Unit, HRMD, shall generate the Job Order Payroll and Summary Report by Office within one (1) working day and submits it to the HRAS Director for signature.
- 5.4 The payroll clerk of the office concerned shall secure the payroll from the HRAS Director's Office within one (1) working day. Failure on the part of the concerned office to receive/get the payroll within the prescribed period will be subjected to administrative sanction pursuant to D. O. 104, s. 2013.
- 5.5 The payroll clerk shall prepare the Obligation Request Status (ORS) and Voucher within one (1) working day to be signed by the respective Heads of Office and submits the payroll to the Budget Division, FMS.

- 5.6 The Budget Division, FMS shall prepare and approve the Obligation Request Status (ORS) upon receipt within one (1) working day. The Accounting Division, FMS shall process the DV and payroll upon receipt within one (1) working day.
- 5.7 The Cash Division, HRAS shall disburse service fees for those charged under Fund 102. The Accounting Division, FMS shall prepare LLDAP/ADA and submits the same to the Payroll Unit, HRMD, for those charged under Fund 101. Both of which shall be prepared within one (1) working day.
- 5.8 The Payroll Unit, HRMD shall prepare the ATM CD/DVD and forward to the Accounting Division together with the signed Payroll Register within one (1) working day.
- 5.9 The Accounting Division, FMS shall prepare the transmittal and submit the ATM CD/DVD to the Servicing Bank within one (1) working day.


6. Payroll for Other Benefits

- 6.1 The HRMD shall prepare the payroll for other benefits upon written instruction from the Director for FMS.
- 6.2 The procedures under Items 1.2 to 1.9 shall be observed but the processing time shall be adjusted depending on the nature of the benefit.

7. Payroll Generation

- 7.1 The HRMD shall generate the payroll covering the six (6) categories stated above in four (4) copies for distribution to the following Offices:
 - 7.1.1 Original Copy – COA
 - 7.1.2 Duplicate Copy – Accounting File
 - 7.1.3 Triplicate Copy – Servicing Bank
 - 7.1.4 Quaduplicate Copy – File Copy of the Offices Concerned

This Order which supersedes D.O. No. 285, s. 2003, and all other issuances inconsistent herewith shall take effect immediately.


ROGELIO L. SINGSON
Secretary

4.3.1 CNN/IJGB/ZFF

Department of Public Works and Highways
Office of the Secretary

