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

18 March 1987

DEPARTMENT ORDER) SUBJECT: Payment of Honoraria in Lieu of Overtime
NO. /) Pay to Regular and Contractual Employees
Series of 1987) and Overtime Pay by the Hour to Casual
Employees of this Department

Pursuant to the provisions of LOI 565, regular and contractual employees of the Department rendering overtime services in connection with the implementation of special projects are hereby authorized to receive honoraria in lieu of overtime pay, and casual employees to receive overtime pay by the hour for overtime services, subject to the following conditions:

1. Payment of honoraria to regular and contractual employees shall be limited to not more than fifty per cent (50%) of their basic salaries. The basic salaries of contractual employees are their monthly rates less 20%.
 2. The minimum number of hours of overtime rendered shall be thirty (30) hours, to be entitled to honoraria.
 3. Vouchers/payrolls covering payment of honoraria in lieu of overtime pay shall include a certification signed by the Head of Division of the personnel concerned to the effect that the payees have rendered at least thirty (30) hours overtime services during the month.
 4. Vouchers/payrolls for payment of honoraria shall also include a certification signed by the Head of Office concerned (Director, Project Manager or Service Chief) to the effect that the cumulative honoraria in lieu of overtime pay being received by the payees do not exceed fifty per cent (50%) of their basic salaries.
 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. Typists, telegraph operators, drivers, messengers and other employees occupying positions of the same rank may be paid honoraria, subject to the condition imposed by the Commission on Audit in its 2nd Indorsement dated March 17, 1987, to wit: "x x x in case the OBM will deny the request for reconsideration, the amount paid or honoraria received in lieu of overtime pay by the said personnel shall be refunded individually by the recipients."
- 3-31-87

7. Overtime services rendered by casual employees of the Department shall be paid by the hour, based on their monthly wages or ₱300.00 per month, whichever is lower.

All authorizations for the grant of honoraria/overtime pay previously issued are hereby revoked, and new requests for authority signed by the respective heads of bureaus/services/offices shall be subject to approval by the Undersecretary concerned. Such authority, when approved, shall remain valid until revoked. In no case, however, shall such authority be valid beyond the calendar year it was approved.

This Order shall take effect on January 1, 1987.


VICENTE R. JAYME
Secretary
