



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

06 February 1984 ✓

MINISTRY ORDER)

NO. 11)

Series of 1984

Subject: Authorizing Regional Directors
Under Delegated Authority to Approve
Requests for the Grant of Honoraria
in Lieu of Overtime Pay

In order to effect better screening 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. 4 series of 1984, 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 expeditions/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 forty percent (40%) of the basic salary of the official/personnel concerned.
2. Who may be authorized to receive honoraria in lieu of overtime pay?
 - a) Only regular (monthly) employees and contractual shall be allowed to receive honoraria in lieu of overtime pay. The basis of honoraria for the contractual employees are their monthly rates less 20%.

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- b) Casual or daily waged employees who are required to render overtime services in the exigency of the service may be paid either by the hour or in accordance with their daily wage rates.
3. Payments of honoraria shall be made only after the following requirements have been complied with:
- a) Submission of Daily Time Record, duly certified and approved, indicating the number of hours of overtime service rendered during the month, certified copy of which shall be attached to the payroll/voucher.
 - b) Certification by the Division/Section Chief concerned in payroll/voucher that the payees had actually rendered overtime services, at least thirty (30) hours, during the month and that the total honoraria being received by the payees do not exceed 40% of their salaries.

It is hereby emphasized that in no case shall requests for the grant of honoraria in lieu of overtime pay be approved when there are no funds for the purpose. The Regional Director shall see to it that these guidelines are strictly followed in the approval of requests for the grant of honoraria, as well as in the payment of approved requests. The Regional Director shall be personally liable for the grant or payment of honoraria authorized by him in violation of these guidelines.

This order takes effect immediately.



JESUS S. HIPOLITO
Minister