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9. 21. 2001



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA



MAR 21 2001

DEPARTMENT ORDER)
NO. 49 *MM* *9.21.2001*)
Series of 2001)
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

SUBJECT : RENDITION AND PAYMENT OF
OVERTIME SERVICES FOR
CALENDAR YEAR 2001

Pursuant to Section 10, Rules XVII of the Civil Service Omnibus Rules, and Presidential Memorandum Circular No. 111, series of 1995 operationalized through Department Memorandum Circulars Nos. 25 and 26 both dated 10 February 1995, the rendition and payment of overtime services for Calendar Year 2001 is hereby authorized, subject to the following guidelines and conditions :

I. GENERAL GUIDELINES

1. Employees of the Department (regular, temporary, contractual and engineers who are on casual basis assigned to projects) whose Salary Grade range from Grades 1 to 24, may be paid authorized overtime services.

Members of maintenance crews who are employed on casual basis may be paid authorized overtime services only during and immediately after calamities.

2. Subject to availability of funds, the following overtime compensation may be paid to the employees who have rendered overtime services as authorized :

2.1 Overtime Pay By the Hour - for employees whose Salary Grades range from Grades 1 - 5.

2.2 Honoraria in lieu of Overtime Pay - for employees with Salary Grades 6 - 24.

2.3 Honoraria in lieu of Overtime Pay - for regular employees of other government agencies on detail to the DPWH at the rates herein authorized for DPWH personnel, or at other rates as may be determined by the Secretary/ Undersecretary concerned.

2.4 Overtime pay for overtime services rendered by employees and engineers on casual basis in accordance with the work schedule prescribed in the above-cited issuances shall be based on their daily rates.

2.5 In no case shall the total overtime compensation of an employee for a given calendar year exceed fifty percent (50%) of the total aggregate sum of his basic salary per annum.

3. Employees who are on official travel/business for more than 13 days within a month (including Saturdays and Sundays) and those assigned/detailed to projects in the field offices, shall no longer be entitled to overtime compensation, even if they have rendered respectively 30 hours or more of overtime services per month, as per Section III.1 hereof, in lieu of per diems and/or other travel allowances.

4. Rendering of overtime services after official working hours which shall be paid by the hour, as per Section II hereof, shall not exceed 2 hours. However, if necessary, authorized official drivers may render more than 2 hours overtime services, but not to exceed 3 hours per day.

II. GUIDELINES ON THE PAYMENT OF OVERTIME PAY BY THE HOUR

1. Overtime Pay by the Hour is authorized to be given to regular and contractual employees whose Salary Grades range from Grade 1 - 5.
2. Overtime pay rate shall be based on the monthly basic salaries of the employees concerned. As used herein, the term monthly basic salary refers to the salary for the position as prescribed in the Personal Services Itemization and Plantilla of Personnel (PSIPOP).
3. The hourly rate shall be computed by using the following formula :

$$\frac{\text{Monthly Basic Salary Rate}}{176 \text{ hours}} = \text{Hourly Rate}$$

Hourly rate x No. of overtime hours within the month = Overtime Compensation for the month.

III. GUIDELINES ON THE PAYMENT OF HONORARIA IN LIEU OF OVERTIME PAY

1. Honoraria in lieu of overtime pay is authorized to be given to regular and contractual employees whose Salary Grades range from Grade 6 to 24, provided a minimum of thirty (30) overtime hours per month is rendered. Payment of honoraria in lieu of overtime pay shall be based on the basic salaries of employees, in accordance with the following percentage rates :

<u>SALARY GRADE</u>	<u>PERCENTAGE</u>
6	35.0%
7	33.4%
8	31.8%
9	30.2%
10	28.6%
11	26.9%
12	25.4%
13	23.7%
14	22.1%
15	20.5%
16	18.9%
17	17.3%
18	15.7%
19	14.1%
20	12.4%
21	10.8%
22	9.2%
23	7.6%
24	6.0%

The above-indicated monthly honoraria are subject to adjustment/increase depending on the actual salary of the employee-beneficiary at the time the overtime service is rendered.

2. For purposes of computing the honoraria to be received by an employee, the following rules shall be observed :
 - 2.1 In all cases, employees holding similar positions irrespective of status of appointment (whether permanent, temporary or contractual) shall receive the same amount of honoraria.

- 2.2 The total compensation (salary plus honoraria granted herein) shall in no case exceed the total compensation (salary plus honoraria) of the immediate superior of the employees concerned.
- 2.3 Absence of more than five (5) days within the month subject to overtime compensation shall be deducted and the amount of honoraria shall be proportionately reduced. An employee with absences of ten (10) days or more within the month shall not be entitled to overtime compensation even if he has rendered thirty (30) hours or more on Saturdays and the working days he was present.
- 2.4 The computation of the number of hours of overtime services rendered by an employee for a given month shall start on the first day of the calendar month and end on the last day of such month.
- 2.5 Vouchers/payrolls covering the payment of honoraria in lieu of overtime pay shall include a certification signed by the Division Chief concerned to the effect that :
- 2.5.1 Cumulative overtime pay being received by the employee does not exceed 50% of his basic salary; and,
- 2.5.2 The overtime pay being collected by the employee is in accordance with the prescribed rate and that the employee has rendered the required number of overtime hours.

IV. AUTHORITY TO RENDER OVERTIME SERVICE

1. The approved Work Schedule, prescribed under Department Circular Nos. 25 and 26, both series of 1995 shall constitute the basis, and shall serve as the authority, for the rendition of overtime service.

V. FUNDING SOURCE

Overtime pay shall be sourced from savings. Employees assigned to special projects shall collect their overtime pay from the said projects.

VI. REPEALING CLAUSE AND EFFECTIVITY

Existing Department authorizations for the grant of honoraria/overtime pay inconsistent herewith are hereby superseded.

The Department Order shall be retroactive as of January 1, 2001, shall have force and effect until December 31, 2001, unless sooner revoked or superseded.


SIMEON A. DATUMANONG
Secretary