



Republic of the Philippines

# MINDANAO STATE UNIVERSITY

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## OFFICE OF THE PRESIDENT

### MEMORANDUM ORDER

No. **200** -OP

Series of 2023



TO : ALL OFFICIALS AND EMPLOYEES CONCERNED

DATE : May 16, 2023

SUBJECT : **GUIDELINES ON THE RENDITION OF OVERTIME SERVICES**

### I. PURPOSE

This Memorandum Order is being issued to provide implementing guidelines in this University to effectively implement the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, s. 2015 dated 25 November 2015.

### II. GENERAL GUIDELINES

The rendition of overtime services with pay may be authorized beyond 8 work hours of regular work days and during rest days and non-working holidays for the following activities only:

- 2.1 Implementation of special or priority programs and projects with specific dates of completion;
- 2.2 Completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to OT work;
- 2.3 Essential public services during emergency or critical situations that would require immediate or quick response;
- 2.4 Relief, rehabilitation, reconstruction and other work or services during calamities and disasters;
- 2.5 Seasonal work, such as but not limited to, preparation of budgets and annual reports, in order to meet scheduled deadlines;
- 2.6 Preparation of financial and accountability reports required by oversight agencies like Congress of the Philippines, Commission on Higher Education, Commission on Audit, Department of Budget and Management and National Economic and Development Authority;
- 2.7 Development, maintenance and other related activities pertaining to the management of the Information and Communication Technology (ICT) that must be done after office hours in order not to disrupt the operations of the University;





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2.8 Services rendered by Drivers and other immediate staff of officials when they are required to keep the same working hours as these officials; and

2.9 Such other activities as are needed to meet performance targets or deliver services to the public as may be determined by the agency head.

### III. PERSONNEL AUTHORIZED TO RENDER OVERTIME SERVICES

3.1 Subject to availability of funds, the following personnel may be paid overtime services as authorized:

3.1.1 Personnel of this Department (regular/temporary/CTO/CTI) whose Salary Grades range from 1 to 25.

3.1.2 Regular employees of other government agencies in detail to MSU at the rates herein authorized for DPWH personnel.

3.1.3 Incumbents of positions of division chiefs or equivalent level and below who are designated as Officers-In-Charge of higher level positions.

3.2 In case funds are not enough, low ranking employees with Salary Grades 1-6 shall be given priority in payment of their overtime services.

3.3 Overtime services rendered by the employees who are on temporary reassignment/detail shall be paid by the offices where they are presently reassigned/detailed.

3.4 Employees shall not be allowed to render overtime services without their respective supervisors (at least Section Chief) who are likewise tasked to monitor their works/activities.

3.5 Employees who incurred accumulated absences, tardiness and undertime for at least three (3) times in a week shall not be authorized to render OT services on their rest day. This is to ensure that employees are not rendering OT services for the primary reason to finish their backlog due to their absences, tardiness or undertimes on regular days.

3.6 Period of overtime services rendered during weekdays shall commence after 4:00pm, or 5:00pm, or 6:00pm, as the case may be.

3.7 Only a minimum of four (4) hours and maximum of eight (8) hours of overtime services on a rest day and non-working holidays shall be compensated through Overtime Pay. Any excess of the 8 hours shall be compensated through CTO. The period 12:00 noon to 1:00 p.m. is considered a non-working hour for the purpose of payment of OT.

3.8 The Accounting Office and Campus Budget Office shall be responsible for monitoring/ensuring that total overtime pay does not exceed 5% of the total Personnel Services (PS) budget of CO/ROs for FY 2021. Annual report on Overtime Services with Pay shall likewise be prepared by the FS/FD, using the attached form, and shall be submitted to the DBM on or before March 31, 2021.

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### IV. REQUEST FOR AUTHORITY TO RENDER OVERTIME SERVICES

4.1 As a general rule, authority to render overtime services shall be requested on by the supervisors/ Directors concerned (at least Section Chief), recommended by Human Resources and Development Office and approved by Office of the President. In no instance shall an employee request or demand to render overtime service for the purpose of augmenting his take-home pay or to compensate for an anticipated absence.

4.2 Requests for authority to render overtime services shall indicate the names of the personnel involved, the work or activity to be undertaken/accomplished to justify the rendition of overtime services, the specific days and periods of overtime services to be rendered and the expected output indicator (See Annex A), and subject to the following conditions:

4.2.1 Authority to render OT services shall be requested prior to the period the OT services will be rendered. Overtime services rendered without an approved authority shall not be paid or be credited for compensatory time-off.

4.2.2 In no case shall the tasks to be accomplished overlap with those assigned to Job Order employees.

4.2.3 Two (2) original Daily Time Records (DTRs) shall be accomplished and submitted at the end of every month, i.e., one (1) for the Regular Payroll and One (1) for the Overtime Payroll, indicating the total number of hours rendered for overtime work.

4.2.4. Requests for Authority to Render OT Services for the following month shall be supported by the Actual Output Report for overtime services rendered on the immediately preceding month before the same can be acted upon.

4.3 The said requests shall be approved by the following:

4.3.1 Director concerned for overtime services to be rendered after official working hours; and for overtime services to be rendered during rest days and non-working holidays. Rendition of overtime services on these days shall be strictly authorized only on extreme cases.

4.3.2 The approving officials concerned shall be held responsible for any payment of overtime services rendered by the employees not in accordance with the prescribed guidelines.

### V. COMPUTATION OF OVERTIME SERVICES WITH PAY

5.1 Payment of overtime services shall cover those rendered beyond 8 work hours of a regular day; and those rendered on rest days and non-working holidays.





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5.2 Personnel rendering overtime services shall be entitled to overtime pay by the hour which shall be based on his/her actual hourly rate, computed as follows:

$$\text{Actual Hourly Rate (H.R.)} = [\text{Actual Salary per Month} / (22 * 8)]$$

5.2.1 Overtime pay shall be computed as follows:

For ordinary working days: Plus 25% of the hourly rate.

$$\text{Overtime Pay} = 1.25 \times \text{H.R.} \times \text{no. of hours rendered}$$

5.2.2 For rest days and non-working days holidays: Plus 50% of the hourly rate.

$$\text{Overtime Pay} = 1.50 \times \text{H.R.} \times \text{no. of hours rendered}$$

5.3 Payment of overtime services rendered shall be subject to withholding tax.

## VI. DOCUMENTARY REQUIREMENTS

The following documents should be submitted to the Human Resources Development Office to support payment of overtime services rendered:

- Approved authority to render overtime services (ANNEX A)
- Daily Accomplishment Report for the period rendered using the enclosed form (ANNEX B)
- Approved Daily Time Record for the Period Covered

## VII. FUNDING SOURCE


Funds for the purpose shall be charged against the savings from Personal Services (PS) and Maintenance & Other Operating Expenses (MOOE).


## VIII. REPEALING CLAUSE AND EFFECTIVITY

This Memorandum Order shall be retroactive as of January 1, 2022.

  
ATTY. BASARI D. MAPUPUNO  
President

05/10/23

 <b>MINDANAO STATE UNIVERSITY – MAIN CAMPUS</b> <b>MARAWI CITY</b>		<b>REQUEST FOR AUTHORITY TO RENDER OVERTIME SERVICES</b>	
OFFICE:		PERIOD COVERED:	
NAMES	Number of hours to be rendered	EXPECTED OUTPUTS	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Requested by:	Recommended by:	Request Verified:	Approved by:
<u>NAME and SIGNATURE</u> <i>of Department/Division/Office</i> <i>Head or Director</i> Date:	<u>FAISAL G. MANGOTARA, JD</u> <i>Human Resources Director Office</i> Date:	<u>ATTY. HANIMAI I. MACUMBAL, CPA</u> <i>Presidential Executive Assistant</i> Date:	<u>ATTY. BASARI D. MAPUPUNO</u> <i>President</i>

 <b>MINDANAO STATE UNIVERSITY – MAIN CAMPUS</b> <b>MARAWI CITY</b>		<b>DAILY ACCOMPLISHMENT REPORT FOR</b> <b>OVERTIME SERVICES RENDERED</b>	
<b>OFFICE:</b>		<b>DATE COVERED:</b> Number of Hours: _____	
<b>NAME</b>	<b>SIGNATURE</b>	<b>EXPECTED OUTPUT AS INDICATED IN ANNEX A</b>	<b>ACTUAL OUTPUT</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
This is to attest that the employee rendered overtime services for work or activity that cannot be completed within the regular working hours.			
<div><div>_____</div><div><i>NAME and SIGNATURE</i> <i>of Department/Division/Office Head or Director</i></div><div>Date:</div></div>		<div><div>_____</div><div><i>FAISAL G. MANGOTARA, JD</i> <i>Director, Human Resources Director Office</i></div><div>Date:</div></div>	