



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION COMMISSION**  
Visayas Ave., Diliman, Quezon City  
Tel. Nos. 924-3119; 924-7971; 924-7977  
Telefax No. 924-7973

MEMORANDUM CIRCULAR NO. 11-2003-08

SUBJECT: **GUIDELINES IN THE GRANT OF OVERTIME SERVICES OF PERSONNEL EXCEPT MEAT PLANT OFFICERS**

**1. Purpose**

This Memorandum is being issued to provide all NMIC personnel the appropriate guidelines in the implementation, grant and payment of overtime services except for MEAT PLANT OFFICERS where a separate guideline will be issued. It should be emphasized as well, that employees who rendered overtime but do not claim payment shall not be covered by this guidelines.

**2. Policy on Overtime**

- 2.1 Overtime shall be authorized in extremely necessary situations only;
- 2.2 A request for Authority to Overtime must be made at least two (2) days prior to the planned overtime service unless the work to be done is of urgent or emergency nature;
- 2.3 A request for Authority to Overtime with the attached Overtime Work Plan (stating the specific period for which overtime is to be performed; scope, magnitude, importance and complexity of the work to be accomplished) shall be submitted as a pre-requisite in the grant of overtime. The authority shall not extend beyond the scheduled date of completion;
- 2.4 Prior to a grant for overtime, an evaluation and clearance from the Administrative Officer or any of his authorized representative is required;
- 2.5 The approval of request for Authority to Overtime is vested on the Executive Director upon the recommendation of the division head;
- 2.6 Employees granted to render overtime shall provide a copy with the guard on duty their approved Request for Overtime and sign their names on the logbook provided for the purpose;
- 2.7 During weekdays, the overtime work shall start after the eight-hour work schedule but shall not be beyond three (3) hours except when authorized as necessary and urgent by the Executive Director. Breaktime is not required when overtime work is not beyond three (3) hours;
- 2.8 An employee shall not be entitled to overtime pay when the overtime work/activity is less than one hour;

**GININTUANG  
MASAGANANG  
ANI**

*Go Modern Agriculture*

- 2.9 An employee who has been absent within the week and renders overtime service shall not be allowed to make up for the regular work load when he/she was absent;
- 2.10 An employee who goes out of the office during office hours for personal reasons on regular working weekdays shall not be allowed to claim for overtime work after his/her authorized flexi schedule;
- 2.11 An employee on a flexi time schedule who reports for work later than his/her authorized flexi schedule or reports for a half-day shall not be entitled to claim overtime pay. An overtime cannot be allowed to offset an under time.
- 2.12 An official or employee who is on travel shall not be entitled to overtime compensation;

### **3. Coverage**

- 3.1 Incumbent division heads and below holding a permanent position, temporary or casual status shall be allowed overtime compensation;
- 3.2 Contractual personnel shall only be allowed overtime when there is an extreme need or urgent requirement that a regular employee cannot perform and beyond the work period stipulated in the Contract of Service.

### **4. Exemption**

The following shall not be entitled to overtime pay:

- 4.1 Executive Director and Deputy Executive Director
- 4.2 Regional Directors with a salary grade 24 or above
- 4.3 Central Office Administrative Officer

### **5. Allowable activities for Overtime Compensation**

- 5.1 Overtime work may be authorized when the activity has to be completed on a fixed date and the scheduled date of completion cannot be met within the regular official work days and hours; or when there is no fixed date of completion, prolonged delay in or non-completion of the work or activity shall cause a delay in the pursuit of the mandates of the agency;
- 5.2 Seasonal work such as budget preparation and submission of annual reports to meet scheduled deadlines;
- 5.3 Preparation of special financial/accountability reports required occasionally by central monitoring agencies such as the Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management, National Economic Development Authority, and the Department of Agriculture;
- 5.4 Implementation of special programs/projects covered by presidential directives, and with specific dates to complete which are in the nature of additional work of personnel with other regular duties;
- 5.5 Drivers and direct-hired contractual personnel may be allowed overtime only to meet the exigency of the service.

## **6. Computation for Overtime service**

- 6.1 Actual Hourly Rate (H.R.) =  $\frac{\text{Actual salary per month}}{22 \text{ work days} \times 8 \text{ hrs. / day}}$
- 6.2 For ordinary working days: Plus 25% of the Hourly rate (0.25 x H.R.)  
Overtime Pay = 1.25 x H.R. x No. of hours rendered
- 6.3 For rest days and holidays: Plus 50% of the hourly rate (0.50 x H.R.)  
Overtime pay = 1.50 x H.R. x No. of hours rendered
- 6.4 In view of the need to observe economy measures, overtime on Sunday is not allowed unless extremely necessary and authorized as such by Executive Director

## **7. Payment of Overtime Service**

- 7.1 The total amount for claim of overtime that may be allowed an employee for a given calendar year shall not exceed fifty percent (50%) of his basic salary;
- 7.2 Overtime pay by the hour shall be computed on the basis of his monthly basic salary;
- 7.3 The funding source for overtime compensation shall be out of the savings of the approved personal services appropriation of NMIC. Total overtime payments made in a given calendar year shall not exceed five percent (5%) of the agency's actual payroll for personal services;
- 7.4 The approved Authority to Overtime, Work Plan, Accomplishment Report based on the Overtime Work Plan and accompanying DTR shall be attached to the claim for overtime compensation and submitted to the Personnel Section for computation purposes. Claim for overtime must be made within one week of the succeeding month, otherwise said claim shall be forfeited. This is based on a previous memo to streamline and allow uniformity in the application of policies of the agency.
- 7.5 Payment of overtime will depend on the availability of funds that will be released by the DBM.
- 7.6 Management reserves the right to adjust the overtime rate in the event that funds are not sufficient to cover the total claims for overtime service.

## **8. Overtime services shall include:**

- 8.1 those rendered beyond eight (8) hours work of a regular work day;
- 8.2 those rendered on rest days, such as Saturdays and/or Sundays;
- 8.3 those rendered on holidays or non-working days.

## 9. Effectivity

This circular shall take effect immediately upon approval and shall remain effective unless amended and/or revoked.



**EFREN C. NUESTRO**  
Executive Director

Date of Effectivity: 12 NOV 2003

Cc:

- *All Divisions, Sections & Units*
- *Deputy Executive Director*
- *Resident Auditor*