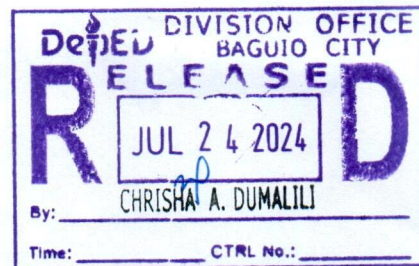




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



July 22, 2024

DIVISION MEMORANDUM

No. **403-2024**

**REITERATION ON THE PROCEDURES ON OVERTIME SERVICES AND PAYMENT**

To: Chief Education Supervisors  
 Section/Unit Heads  
 Education Program Supervisors  
 Public School District Supervisors  
 School Heads  
 Non-Teaching Personnel  
 All Others Concerned

1. Pursuant to DepEd Order No. 30, s. 2016 (Policies and Guidelines on Overtime Services and Payment in the Department of Education), DepEd Order No. 005, s. 2019 (Amendments to DepEd Order No. 30, s. 2016), and other issuances from the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), this office reiterates the following procedures on overtime services and payment to ensure clarity and uniformity in their application:

- a. Employees must first seek approval from the Head of Office to render overtime service prior to the date(s) of service, indicating the following:
    - a.1. Purpose for rendering OT services
    - a.2. Justification for the necessity/urgency of OT services
    - a.3. List of employees, including names, positions, dates, and assigned tasks/target work program
  - b. OT services shall include those rendered beyond eight (8) hours during regular workdays, subject to the applicable rules on the flexible working hour scheme adopted by the Department. The OT services to be rendered by an employee on regular workdays in excess of their eight-hour work schedule shall be at least two (2) hours and shall extend until 9:00 p.m. only, except in the case of duly authorized overnight OT service and services rendered by drivers. OT services also include those rendered on Saturdays, Sundays, and holidays or non-working days, starting at 8:00 a.m. and ending at 5:00 p.m.
  - c. After rendering OT service, the employee must submit the following requirements to the Personnel Unit for claims for payment of OT services rendered, subject to the availability of funds:
    - c.1. Approved request to render overtime service
    - c.2. Duly accomplished and approved Daily Time Record (DTR)
    - c.3. Duly approved Accomplishment Report vis-à-vis target work/activity program
  - d. In lieu of overtime pay, or if monetary compensation is not possible, employees can avail Compensatory Time Off (CTO) in accordance with the guidelines issued by the CSC and DBM for Compensatory Time Off and Overtime Credit.
2. For information, guidance and strict compliance.

**SORAYA T. FACULO PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent





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**SAMPLE TEMPLATE**

(Date)

**SORAYA T. FACULO PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

Madam:

In preparation for the submission of the \_\_\_\_\_ Report to the \_\_\_\_\_ Office on \_\_\_\_\_, the deadlines for program owners and concerned units to submit documentary requirements \_\_\_\_\_ is \_\_\_\_\_. Consequently, the preparation of reports and necessary documents cannot be completed within office hours this week, and any delay may result in late submission of the required reports.

In light of this, I request the following \_\_\_\_\_ personnel to render overtime from \_\_\_\_\_ to \_\_\_\_\_, for the preparation of the \_\_\_\_\_ Reports:

Date	Name	Position	Target Work/Activity Program

Looking forward to your positive response regarding this matter.

Requested by:

\_\_\_\_\_  
 Immediate Supervisor

**AUTHORIZATION**

This is to authorize the above-mentioned personnel to render overtime services on the specified date(s).

**SORAYA T. FACULO PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent