



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**OFFICE OF THE CHIEF MINISTER**

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

**MEMORANDUM**

Order No. 04699  
 Series of 2022

**TO :** ALL OFFICES, SERVICES, DIVISIONS, SPECIAL PROGRAMS,  
 AND ATTACHED AGENCIES  
 Office of the Chief Minister  
 Bangsamoro Autonomous Region in Muslim Mindanao

**SUBJECT :** DISSEMINATION OF POLICIES AND GUIDELINES ON OVERTIME  
 SERVICES AND OVERTIME PAY FOR GOVERNMENT EMPLOYEES

**DATE :** July 25, 2022 | Dhul-Hijjah 26, 1443 AH

1. This is to inform all offices, services, division, special programs, and attached agencies of the signed and approved "**Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.**" Hence, immediate dissemination and compliance of the policy is directed. Attached herewith is a copy for reference.
2. In view thereof, all employees holding permanent, coterminous, and casual positions of division chief or equivalent level and below are enjoined to peruse the policy. Furthermore, an orientation shall be conducted on **August 9, 2022 at 9:00 a.m. via Zoom teleconference** using the details below:

Meeting ID : 872 9809 7872  
 Passcode : OCMHRMD

3. For clarifications, please contact the AMS - HRMD at mobile number 0917-831-5248 or at email address hrmd@bangsamoro.gov.ph.

For guidance and compliance.

*By Authority of the Chief Minister*  
**AHOD B. EBRAHIM**

Bangsamoro Autonomous Region in Muslim Mindanao  
 Office of the Chief Minister  
**OFFICE OF THE SENIOR MINISTER**  
**RELEASED**  
 Name: ABDUL AZIS LU ALI  
 Date: 03 AUG 2022 Time: 3:50 PM

  
**ABDULRAOF A. MACACUA**  
 Senior Minister

OCM-BARMM RD-AMS  
 AAA130135  


**RECEIVED FOR ROUTING**  
 By: FATIMA D  
 Date: 03 AUG 2022  
 Time: 4:24 PM

Bangsamoro Autonomous Region in Muslim Mindanao  
 Office of the Chief Minister  
 Records Division - AMS  
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Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
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**POLICIES AND GUIDELINES ON OVERTIME SERVICES AND OVERTIME PAY FOR  
GOVERNMENT EMPLOYEES**

**1.0 Background**

The CSC and DBM Joint Circular No. 1 s 2015 was issued to prescribe policies and guidelines on the rendition of overtime services with its corresponding remuneration either through Compensation Time-Off (CTO) or Overtime Pay, including the flexibility granted to agency heads to authorize overtime services and payment thereof.

**2.0 General Policies on Overtime Services**

2.1 The rendition of overtime services shall be authorized only when extremely necessary, such as when a particular work or activity cannot be completed within the regular work hours and non-completion of the same will:

- a. cause financial loss to the government or its instrumentalities;
- b. embarrass the government due to its inability to meet its commitments;
- c. negate the purposes for which the work or activity was conceived.

2.2 As a general rule, the remuneration for overtime services shall be through CTO, in accordance with the guidelines under the CSC-DBM Joint Circulars No, 2, s. 2004 and No. 2-A s. 2005.

2.3 The payment in cash of overtime services through overtime pay may be authorized only in exceptional cases when the application of CTO for all overtime hours would adversely affect the operations of the agency.

**3.0 Priority Activities that May Warrant Rendition of Overtime Services**

The priority activities that may warrant rendition of necessary overtime services may include the following:

- 3.1 Implementation of special or priority programs and projects embodied in Presidential directives with specific dates of completion;
- 3.2 Completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to overtime work;
- 3.3 Essential public services during emergency or critical situations that would require immediate or quick response;
- 3.4 Relief, rehabilitation, reconstruction, and other work or services during calamities and disasters;
- 3.5 Seasonal work, such as but not limited to, preparation of budgets and annual reports, in order to meet scheduled deadlines;
- 3.6 Preparation of financial and accountability reports required by oversight agencies like Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management, and National Economic and Development Authority;
- 3.7 Services rendered by drivers and other immediate staff of officials when they are required to keep the same working hours as these officials; and
- 3.8 Such other activities as are needed to meet performance targets or deliver services to the public as may be determined by the agency head.

#### **4.0 Authority and Flexibility Granted to Agency Heads**

The Chief Minister, Office Heads, and Service Directors, through the recommendation of Division Chiefs, as applicable, are authorized to approve the rendition of overtime services and are granted the following flexibilities subject to the conditions and limitations prescribed in CSC and DBM Joint Circular Np. 1, s. 2015:

- 4.1 Determination of the priority activities that may warrant rendition of overtime services and the timing and duration thereof;
- 4.2 Determination of agency personnel who may be authorized to render overtime services; and
- 4.3 Determination of the number of hours of overtime services and the manner of compensating the same pursuant to items 2.2 and 2.3 hereof.

**5.0 Government Employees Who May be Authorized to Render Overtime Services with Pay or Compensation**

- 5.1 Only appointive and salaried civilian government employees holding regular, contractual, and casual positions of division chief or equivalent level and below.
- 5.2 Incumbents of positions of division chief or equivalent level and below, designated as Officers-in-Charge of higher-level positions, may also be authorized to render overtime services as they are still bound to observe the prescribed work hours in their respective units.

**6.0 Government Officials and Employees Who are Not Authorized to Render Overtime Services with Pay or Compensation**

- 6.1 Civilian personnel holding positions higher than division chief or equivalent levels;
- 6.2 Those granted other forms of allowances or benefits for services rendered beyond the prescribed work hours under existing laws, rules, and regulations;
- 6.3 Those who are on travel status.

**7.0 Period of Overtime Services**

The period of overtime service in a workday for a full-time employee shall include:

- 7.1 Those rendered beyond the normal 8 work hours on scheduled workdays or 40 hours a week, and those rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest;
- 7.2 Those rendered by drivers and other immediate staff of officials who are required to keep the same work hours as these officials, which are beyond 8 work hours or the prescribed work hours in a workday, and on rest days or scheduled days off, holidays, and special non-working days.

**8.0 Payment for Overtime Services**

- 8.1 Overtime pay shall be based on the hourly rate of an employee and the applicable premium on the hourly rate, depending on the day the overtime service was rendered.
- 8.2 The number of work hours of overtime service rendered on a scheduled workday, **N1**, and those rendered on a rest day or

scheduled day off, holiday, or special non-working day, **N2**, shall be computed taking into consideration the provisions under item 9.0.

- 8.3 The hourly rate of an employee on full-time employment, **HR**, with a monthly salary, **S**, for 22 workdays in a month and 8 hours per workday shall be computed using this formula:

$$HR = \left( \frac{S}{1 \text{ Month}} \right) \left( \frac{1 \text{ Month}}{22 \text{ Workdays}} \right) \left( \frac{1 \text{ Workday}}{8 \text{ Work Hours}} \right)$$

- 8.4 Overtime pay shall be 125% or 1.25 of **HR** on a scheduled workday and 150% or 1.5 of **HR** on a rest day or scheduled day off, holiday, or special non-working day.
- 8.5 The total overtime pay for a month for an employee on full-time employment shall be computed based on this formula:

$$OT \text{ Pay} = HR [1.25(N_1 \text{TOTAL}) + 1.5 (N_2 \text{TOTAL})]$$

## 9.0 Limitations on Overtime Services and Overtime Pay

- 9.1 Only employees who arrive on or before the start of the workday shall be allowed to render overtime work with pay, provided that at least 2 hours of overtime services are rendered.
- 9.2 One-hour breaks shall be observed for breakfast, lunch, or supper and rest, and every 3 hours of continuous overtime, or as may be necessary,
- 9.3 Rendering overnight overtime service shall be resorted to only when extremely necessary. No employee shall be allowed to render overnight service for more than 2 consecutive nights, for health reasons and to ensure productivity.
- 9.4 The period of overtime services shall not be used to offset undertime.
- 9.5 Only a maximum of 12 hours of overtime services on a rest day or scheduled day off, holiday, or special non-working holiday, shall be compensated through Overtime Pay.

Any excess over 12 hours shall be compensated through CTO.

- 9.6 The total Overtime Pay of an employee in a year shall not exceed 50% of his/her total basic salary for the year.
- 9.7 The total amount of Overtime Pay to be spent by an agency shall not exceed 5% of its total Personnel Services (PS) budget for a given year. In excess of the 5% limit shall be subject to the approval of the Ministry of Finance, and Budget and Management (MFBM) in

accordance with existing budgeting and accounting rules and regulations.

#### **10.0 Fund Source**

For national government agencies, the Overtime Pay shall be charged against the following sources:

- 10.1 The amount specifically appropriated in the agency budget for Overtime Pay, if any.
- 10.2 Available agency savings, subject to existing rules and regulations on the use of savings.
- 10.3 Other fund sources authorized under existing laws, rules, and regulations.

#### **11.0 Reportorial Requirements**

The Office of the Chief Minister (OCM) including all attached agencies/offices shall submit to the Ministry of Finance, and Budget and Management (MFBM), copy furnished the Civil Service Commission-Bangsamoro Autonomous Region in Muslim Mindanao (CSC-BARMM), a **"Report on Overtime Services With Pay"** using the template in Annex A on or before March 31 of every year.

#### **12.0 Resolution of Cases**

Issues and concerns arising from the implementation of these Guidelines shall be resolved through the OCM Grievance Machinery, and the respective Grievance Committee of the attached agencies, allowing appeals as may be proper to the MFBM or CSC as deemed appropriate based on their respective functional jurisdictions.

#### **13.0 Effectivity**

These Guidelines shall take effect immediately.

  
**AHOD B. EBRAHIM**  
Chief Minister

\_\_\_\_\_  
Date

#### References:

CSC and DBM Joint Circular No. 1 s.2015  
Article 197, Chapter III, Book IV of the Bangsamoro Civil Service Code



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Annex "A"

**Report on Overtime Services With Pay**  
**For FY \_\_\_\_\_**

**1. Priority Activities for Which Overtime Pay was Authorized**

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**2. Total Expenditure for Overtime Pay**

<u>No. of Personnel</u>	<u>Total Overtime Pay</u>	<u>Total Salaries/ Wages</u>	<u>% Total Overtime Pay/ Total Salaries/Wages</u>
Regular - _____	_____	_____	_____
Contractual - _____	_____	_____	_____
Casual - _____	_____	_____	_____

**3. Fund Sources for Overtime Pay**

<u>Sources</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Submitted By:

Certified Correct:

\_\_\_\_\_  
Director III, FMS

\_\_\_\_\_  
Chief Minister



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Annex "B"

**STATEMENT OF OVERTIME SERVICES RENDERED**

Purpose: To claim overtime pay for the month of 2022.

DATE	DAY	MORNING		AFTERNOON		EVENING		OVERTIME	
		IN	OUT	IN	OUT	IN	OUT	IN	OUT
<b>A. ORDINARY WORKING DAYS</b>									
<b>TOTAL NO. OF HOURS, ORDINARY WORKING DAYS</b>									
<b>B. REST DAYS AND HOLIDAYS</b>									
<b>TOTAL NO. OF HOURS, REST DAYS AND HOLIDAYS</b>									
<b>ESTIMATED OF OVERTIME PAY</b>									
A. ORDINARY WORKING DAYS (OP = 1.25X Hourly Rate x No. of Hours)									
OT Pay Rate	=	1.25	x		x		=	₱	_____
B. REST DAYS AND HOLIDAYS (OP = 1.25 Hourly Rate x No. of Hours)									
OT Pay Rate	=	1.25	x		x		=	₱	_____
									<b>Total ₱</b> _____

Employee Name \_\_\_\_\_  
 Employee Signature \_\_\_\_\_  
 Employee Position/Designation \_\_\_\_\_  
 Salary per month/day \_\_\_\_\_

I HEREBY CERTIFY that the services have been rendered under my direct supervision and had been checked against the daily time record.

\_\_\_\_\_  
Service Director
\_\_\_\_\_  
Senior Minister