



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. 382
Series of 2023

TO : ALL OFFICES, SERVICES, DIVISIONS, SPECIAL PROGRAMS, AND ATTACHED AGENCIES UNDER THE OFFICE OF THE CHIEF MINISTER
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : SUPPLEMENTARY GUIDELINES TO MEMORANDUM ORDER NO. 0469, S. OF 2022 RE: POLICIES AND GUIDELINES ON OVERTIME SERVICES AND OVERTIME PAY FOR GOVERNMENT EMPLOYEES

DATE : 07 Jamada Al-Awwal 1445 AH | 21 November 2023

I. BACKGROUND

Memorandum Order No. 0469, s. of 2022, "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 to Overtime Pay. Any excess over 12 hours shall be compensated through Compensatory Time Off (CTO)" hence, this supplementary guidelines. As a general rule, the remuneration for overtime services shall be through the CTO, in accordance with the guidelines under the Civil Service Commission (CSC)-Department of Budget and Management (DBM) Joint Circulars No. 2, series. of 2004 and No. 2-A series of 2005.

In an effort to promote work-life balance among OCM employees, the same Memorandum Order indicated means to compensate unpaid services rendered beyond work hours through the granting and utilization of Compensatory Time Off In lieu of Overtime Pay application.

II. GENERAL GUIDELINES¹

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

¹ OCM Memorandum Order no. 0469 s. of 2022, *Supplementary Guidelines on Overtime Services and Overtime Pay for Government Employees*

1. Implementation of special or priority programs and projects embodied in Presidential Directives with specific dates of completion;
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;
3. Essential public services during emergency or critical situations that would require immediate or quick response;
4. Relief, rehabilitation, reconstruction, and other work or services during calamities and disasters;
5. Seasonal work, such as but not limited to, preparation of budgets and annual reports, in order to meet scheduled deadlines;
6. Preparation of financial and accountability reports required by oversight agencies like the Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management, and National Economic and Development Authority;
7. Deployment, 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 Office of the Chief Minister (OCM); and
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.

III. COVERAGE

A. Eligibility for Compensatory Time Off (CTO)¹

1. Only appointive and salaried civilian government employees holding permanent, coterminous, contractual, and casual positions of the division chief or equivalent level and below;
2. Incumbents of positions of division chief or equivalent level and below, designated and Officers-in-charge or higher-level positions, may also be authorized;
3. Civilian personnel holding positions higher than division chief or equivalent levels, those granted other forms of allowances or benefits for services rendered beyond the prescribed work hours under existing laws, rules, and regulations, and those who are on travel status are **not** eligible for CTO;
4. Guidelines on the List of Exempted Officials and Personnel from Attendance Monitoring² particularly Division Chiefs, equivalents, or rank and files, do not affect the coverage of this memorandum order in so far as their exemption is not inconsistent with the provisions thereof. (ex. They may avail of OT pay or CTO when working on weekends, holidays, or when attendance monitoring is not in force).

B. Computation of Compensatory Overtime Credits (COC)³

The COC is expressed in the number of hours, computed as follows:

² OCM Memorandum Order No. 0073 series of 2022, *List of Official and Assistant Timekeepers; and List of Exempted Official and Personnel from Attendance Monitoring*;

³ CSC & DBM Joint Circular No. 2 s. 2004, *5.4 Computation of COCs*

1. For overtime services rendered on weekdays or scheduled work:
 $COC = \text{number of hours of overtime services} \times 1.0;$
2. For overtime services rendered on weekends, holidays, or scheduled day-offs:
 $COC = \text{number of hours of overtime services} \times 1.5.$

C. Accrual and Use of Compensatory Overtime Credits (COC)⁴

1. Each employee may accrue not more than forty (40) hours of COCs in a month. In no instance, however, shall the unexpected balance exceed one hundred twenty (120) hours; and
2. The COCs should be used as time off within the year these are earned. The utilized COC should not be carried over in the ensuing year and, hence, are non-cumulative.

D. Availing of Compensatory Time Off⁴

1. The CTO may be availed in blocks of four (4) or eight (8) hours. This means you can use your CTO in increments of four and eight hours. For example, you can take a half-day off using your CTO, as it is four (4) hours, and a full-day off as it is eight (8) hours;
2. The employee may use the CTO continuously up to a maximum of five (5) consecutive days per single availing, or on a staggered basis within the year;
3. The employee must first obtain approval from the head of the agency/authorized official regarding the schedule where the CTO shall be availed of. The management shall accommodate, to the extent practicable, all applications at the time requested by the employee. In the exigency of the service, however, the schedule may be recalled and subsequently rescheduled by the head of the office/authorized official within the year;

E. Procedure in CTO application⁴

The following procedure of application shall be observed in the rendition of overtime services and application for Compensatory Time Off:

1. The head of the office/authorized official issues an Overtime Authorization Form authorizing the rendition of overtime services and indicating the tasks to be completed and the expected time of completion (*refer to Annex B*);
2. The employee renders overtime services as stipulated in the authorization form;
3. The head of the office issues the certificate of COCs earned, specifying the number of COCs earned in a month (*refer to Annex A*);
4. The employee requests approval from the head of the office on the schedule of the CTO;

⁴ CSC & DBM Joint Circular No. 2 s. 2004, *Non-monetary Remuneration for Overtime Services Rendered*
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- 5. The Human Resource Management Division certifies the COCs earned; and
- 6. The employee utilizes his/her earned CTO (*see the flow chart of the procedure in Annex C*).

IV. COMPLIANCE

All employees are reminded of their responsibility to adhere to the guidelines stated in the Memorandum Order No. 0469, series of 2022 regarding Compensatory Time Off. Non-compliance or misuse of CTO may result in administrative actions per CSC rules and regulations.

V. EFFECTIVITY

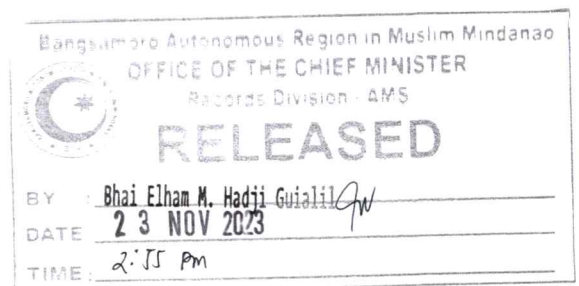
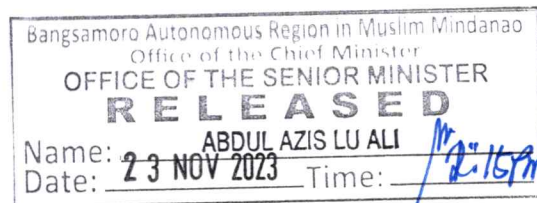
These guidelines shall take effect immediately.

For guidance and compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister P

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CERTIFICATE OF COMPENSATORY OVERTIME CREDITS (COC) EARNED

This certificate entitles Mr./Ms. _____, _____
(name of employee) (position title)
 under _____ of Compensatory Overtime Credits (COC) to be
(head of the office)
 utilized on or before its expiration limit as indicated below:

Date Earned	Proof of Credits ⁵ <small>(type of attachment)</small>	Valid Until ⁴	Approved by the Head of Office	Date Claimed <small>(to be accomplished by the HRMD)</small>

Instructions:

1. This form is to be accomplished in duplicate original copies, one for the records of the concerned office's Official Time Keeper (OTK) and the other for the HRMO;
2. Columns 1-3 to be accomplished by the OTK/Assistant Official Time Keeper (AOTK) of the concerned office;
3. Column 4 is to be signed by the Head of the Office (HOO) in both OTK and HRMD's record in the first row. For the succeeding rows, only the OTK's copy shall be signed by the HOO, while the HRMD shall only indicate "OK" if they see the signature of the HOO from the OTK's record. Otherwise, "NO" shall be indicated in the absence of the latter, in which case, no COC may be claimed;
4. Column 5 to be accomplished by the Administrative Management Service - Human Resource Management Division (AMS-HRMD).

⁵ A – Approved Overtime Authorized Form (where CTO is applied for)

B – Travel Order (TO) /Authority to Travel Abroad (ATA)



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OVERTIME AUTHORIZATION FORM

Name: _____

Position Title: _____

Office: _____

Date of Filing: _____

Date	Time		OT Hours	Reason for Overtime	Actual Accomplishments
	In	Out			

Apply for: OT Pay

CTO

CAF (if OT pay):

Approved by:

Employee's Signature

Budget Officer

Head of Office

APPLICATION FOR COMPENSATORY TIME OFF PROCESS FLOW

