

[DBM BUDGET CIRCULAR NO. 10, March 29, 1996]

PRESCRIBING AND UPDATING THE GUIDELINES AND PROCEDURES ON THE RENDITION OF OVERTIME SERVICES WITH PAY OF GOVERNMENT PERSONNEL

1.0 Purpose

This Circular is being issued to prescribe and update the rules and regulations on the payment of authorized overtime services of government personnel.

2.0 Policy on Overtime

2.1 Overtime work should be avoided by adequate planning of work activities. It should not be resorted to in the performance of regular routine work and activities, except in cases when unforeseen events and emergency situations will result in any of the following:

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

3.0 Coverage

3.1 This Circular shall cover:

3.1.1 Incumbents of positions of chief of division and below under permanent, temporary or casual status and contractual personnel whose employment is in the nature of a regular employee.

3.1.2 Incumbents of positions of chief of division and below who are designated to a position in the Career Executive Service (CES).

4.0 Exemption

4.1 The following government personnel are not covered by this Circular:

- 4.1.1 Department Secretaries;

4.1.2 Department Undersecretaries;

4.1.3 Department Assistant Secretaries;

4.1.4 Bureau Directors and Regional Directors;

4.1.5 Assistant Bureau Directors and Assistant Regional Directors;

4.1.6 Department Service Chiefs and Assistant Department Service Chiefs;

4.1.7 Positions of equivalent category as those above-mentioned in State Universities and Colleges (SUCs), Local Government Units (LGUs) and in Government -owned and/or -Controlled Corporations GOCCs and Government Financial Institutions (GFIs);

4.1.8 Incumbents of Intermediate positions which have been allowed and created in-between the above enumerated positions in the existing organizational structure/staffing pattern of government agencies, SUCs, LGUs, GOCCs and GFIs;

4.1.9 Elective officials; and

4.1.10 Other appointive officials whose equivalent rank is higher than a chief of division.

5.0

Computation of Overtime Services With Pay

5.1 Overtime Services shall include:

5.1.1 those rendered beyond eight (8) work hours of a regular work day;

5.1.2 those rendered on rest days, such as Saturdays and Sundays; and

5.1.3 those rendered on Holidays or non-working days.

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

$$\begin{array}{r} \text{Actual Salary Per} \\ \text{Month} \\ \text{Actual} \\ \text{Hourly} \text{ } \text{-----} \\ \text{Rate} \\ \text{(H.R.)} = \end{array} \quad \begin{array}{r} 22 \times 8 \end{array}$$

5.3 Overtime pay shall be computed as follows:

A. 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

B. For rest days and holidays : Plus 50% of the hourly rate (0.50 x H.R.).