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The Health Sciences Center

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9:40
Leonora Paras
OUCA, UP Manila
14 JUL 2016

05 July 2016

MEMORANDUM ORDER No.CCDP-2016-062

TO : ALL CONCERNED

THRU : Deans/Directors/Heads of Units/Offices

SUBJECT : UP MANILA POLICIES AND GUIDELINES ON OVERTIME SERVICES AND OVERTIME PAY

Please be informed that as a general rule, the remuneration for overtime services shall be through Compensatory Time off (CTO), in accordance with the guidelines under the CSC-DBM Joint Circulars No. 2, s. 2004 and No. 2-A, s. 2005.

Authorized to render overtime services with pay shall be all UP Manila salaried non-teaching employees holding regular, contractual, and casual positions up to division chief (SG 24) or equivalent level only when extremely necessary.

Priority activities that may warrant rendition of overtime services with pay or compensation [Overtime Pay (Cash Payment)] shall be:

Preparation of/or related to the following activities/functions:	Concerned office/staff assigned to produce outputs	Specific period of overtime services qualified for payment
1. Financial reports	Accounting Office Budget Office PGH Pharmacy	Last & First quarter of the year/ During enrollment period
2. Budget proposals	Budget Office	March - April
3. Graduation/Enrollment	OUR OSA CPDMO	Within one (1) month prior to date of graduation/ enrollment
4. PBB related reports	PMT Focal Persons HRDD	December, January and February (following year)
5. Blood samples analysis	NIH-IHG Lab	As needed
6. BAC functions	PSO Purchasing Office	As needed
7. Driving duties/services	Drivers of executives, other officials and services of staff	As needed
8. Appointment/ Personal Services Itemization (PSI) Related Reports	Budget Offices HRDD/HRDO-Appointment Section	Fourth quarter and January

10. Inventory Reports	PSD/PSO, PGH Pharm	Year-end
11. Clinical Services/Direct Patient care	PGH Clinical Areas	As needed

Limitations on Overtime Services and OT Pay :

- a) 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.
- b) One-hour breaks shall be observed for breakfast, lunch, or supper and rest, and every 3 hours of continuous overtime service, or as may be necessary.
- c) 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 employee productivity.
- d) The period of overtime services shall not be used to offset undertime.
- e) A minimum of two (2) hours and a maximum of three (3) hours of overtime services during workdays may be compensated through OT pay. Likewise, a minimum of four (4) hours and a maximum of eight (8) hours of overtime services during rest days or scheduled days off, holidays or special non-working days may be compensated through OT pay.
- f) Manual entries on Bundy Card are not allowed except when Bundy clock is not available in the area.
- g) Employees who are absent (SL, VL, SLP) within the week will not be allowed for OT with pay on the following rest days or holidays.
- h) In no instance will an employee be allowed to render work including overtime services continuously in seven (7) days. A rest day should be observed.
- i) The total Overtime Pay of an employee for the month shall not exceed 50% of his/her basic salary.

All requests for overtime shall be submitted at least five (5) working days before the scheduled date, unless otherwise justified, using the prescribed form (UPM Form OT-A). Report of accomplishment/output (UPM Form OT-B) is required for processing of payment of overtime rendered.

Please be guided accordingly.

for: *Carmencita D. Padilla* OIC
CARMENCITA D. PADILLA , MD, MAHPS
 Chancellor *8*