



UNIVERSITY OF THE PHILIPPINES MANILA

The Health Sciences Center
8th Floor, PGH Building, Taft Avenue, Manila

Office of the Chancellor

February 9, 2010

MEMORANDUM NO. RLA 2010-021

FOR : ALL DEANS/DIRECTORS/HEADS OF OFFICES
Attention: Administrative Officers

FROM : *RLA*
RAMON L. ARCADIO, MD, MHPEd, Dr. Hum
Professor and Chancellor *HR*

FEB 16 2010

SUBJECT : REVISED IMPLEMENTING GUIDELINES ON THE GRANT
OF REQUEST FOR OVERTIME

Please be informed of the Revised Implementing Guidelines on the Grant of Request for Overtime.

The revised implementing guidelines will take effect on March 1, 2010.

For your information and guidance. Thank you.



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REVISED IMPLEMENTING GUIDELINES ON THE GRANT OF OVERTIME

1. Application for overtime is requested by the immediate supervisor and must be endorsed by the head of office. It should be **filed at least one day in advance** indicating the reason, duration and list of personnel who will render overtime. The request shall be forwarded to the Human Resource Development Office for proper action.
2. **No one is allowed to render overtime without an approved request** from the management except in the following cases:
 - a. When an employee is on call
 - b. When the exigency of the service requires an overtime
 - c. During suspension of office when the employee has reported and opted to continue with his/her work. (The request for overtime must be submitted immediately on the following day on these instances)

All requests for overtime must be justified as urgent and necessary and duly certified by the head of office. **The output/work accomplished is required** for the computation of the Certificate of Overtime Credit (COC) for availing of the Compensatory Time-Off (CTO).

3. **Strictly no manual entries are allowed during overtime** except for justifiable reasons.
4. Overtime services rendered during **Saturdays, Sundays and Holidays should not exceed eight (8) hours** of actual service which should be within the core working hours (7:00 am to 7:00 pm, exclusive of lunch break). During **regular days**, the **minimum overtime is one (1) hour while the maximum is three (3) hours**.
5. The employee may use the **CTO up to maximum of five (5) days** consecutively but **not to exceed forty hours in a given month**. In no instance, however, shall the unexpended balance exceed one hundred twenty (120) hours.
6. Overtime credits **may be used until the end of the following year**:
Example: Overtime rendered from January to December 2010
The duration for CTO is until December 2011

g/h/h-r