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**MEMORANDUM CIRCULAR**

No. 2022 - 03

**SUBJECT : GUIDELINES ON OVERTIME SERVICES**

In line with the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 dated 25 November 2015<sup>1</sup>, the guidelines on overtime services is hereby promulgated and adopted in the DENR Central Office, Bureaus, Regional Offices, PENROs and CENROs.

**A. Rendition of Overtime Services**

1. 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 that non-completion of the same will:
  - 1.1 Cause financial loss to the government;
  - 1.2 Embarrass the government due to its inability to meet its commitments; or
  - 1.3 Negate the purposes for which the work or activity was conceived.
2. As a general rule, the remuneration for overtime services shall be through Compensatory Time Off (CTO) in accordance with the CSC and DBM Joint Circulars No. 2, s. 2004<sup>2</sup> and No. 2-A, s. 2005<sup>3</sup>.
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 Section/Division/Service/Office.
4. The rendition of overtime services during weekdays, Saturdays and/or holidays shall be allowed only until 9:00 p.m. Overtime services on Sundays and beyond the prescribed time shall be subject to clearance of the concerned Head of Office (Undersecretary/Assistant Secretary, Head Executive Assistant/Service Director/ Bureau Director/Regional Executive Director).
5. Overtime services rendered by an employee compensated through Overtime Pay shall not exceed forty (40) hours per month. Any excess over 40 hours shall be compensated through Compensatory Time Off (CTO).
6. As provided in the Joint Circular, the priority activities that may warrant the rendition of overtime services<sup>4</sup> are as follows:

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<sup>1</sup> Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees

<sup>2</sup> Guidelines on the Implementation of Non-Monetary Remuneration for Overtime Services

<sup>3</sup> Amendment to CSC-DBM Joint Circular No. 2, s. 2004 Re: Non-Monetary Remuneration for Overtime Services

<sup>4</sup> Section 4.0 Priority Activities that May Warrant Rendition of Overtime Services under CSC-DBM Joint Circular No. 2, s. 2015, dated November 25, 2015, "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees"

- 6.1 Implementation of special or priority programs and projects embodied in Presidential directives with specific dates of completion;
- 6.2 Completion of infrastructure and other projects with set deadlines when due to unforeseen events, the deadline cannot be met without resorting to overtime work;
- 6.3 Essential public services during emergency or critical situations that would require immediate or quick response;
- 6.4 Relief, rehabilitation, reconstruction, and other work or services during calamities and disasters;
- 6.5 Seasonal work, such as but not limited to, preparation of budgets and annual reports, in order to meet scheduled deadlines;
- 6.6 Preparation of financial and accountability reports required by the 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;
- 6.7 Services rendered by drivers and other immediate staff of officials when they are required to keep the same working hours as these officials; and
- 6.8 Such other activities as are needed to meet performance targets or deliver services to the public as may be determined by the agency head.

**B. Approval of Overtime Services**

7. The approving officials of Overtime Services compensated through Overtime Pay and CTO are as follows:

Office	Approving Officials	
	Overtime Pay	CTO
DENR Central Office	Secretary or Authorized Representative	Undersecretary for Legal, Administration, Human Resources and Legislative Affairs
Bureaus (Staff/Line)	Secretary or Authorized Representative	Bureau Director
Regional Offices, PENROs and CENROs	Secretary or Authorized Representative	Regional Executive Director

The authority shall indicate the names of personnel, purpose, expected outputs and the specific period of the overtime services.

**C. Computation of Overtime Pay**

8. The computation of Overtime Pay shall be pursuant to Section 9.0 Payment for Overtime Services under the CSC-DBM Joint Circular No. 2, series of 2015, dated 25 November 2015.

#### **D. Personnel Authorized to Render Overtime Services**

9. The following DENR personnel are authorized to render Overtime Services:

- 9.1 Appointive and salaried government employees holding regular, contractual (PS) and casual positions of division chief or equivalent level and below; and
- 9.2 Incumbents of positions of division chief or equivalent level and below, designated as Officers-in-Charge of higher level positions, as they are still bound to observe the prescribed work hours in their respective offices.

10. The following DENR officials and employees are not authorized to render overtime services with compensation, either with pay or CTO:

- 10.1 Personnel holding positions higher than division chief or equivalent levels; and
- 10.2 Those who are on travel status.

#### **E. Rules and Regulations and Procedures**

11. The Rules and Regulations in the Rendition of Overtime Services and the Procedures in the Availment of CTO are presented in Annex A.

#### **F. Funding Source**

12. The funding of overtime pay shall be charged against the following source:

- 12.1 Specific appropriation in the DENR budget of Overtime Pay, if any;
- 12.2 Available agency savings, subject to existing rules and regulations on the use of savings; and
- 12.3 Other found sources authorized under existing laws, rules and regulations.

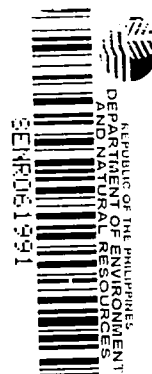
#### **G. Reporting**

- 13. An Overtime Accomplishment Report (Annex B) shall be prepared and submitted by the concerned Division Chief/Head of Office to the immediate supervisor in order to determine status of work assignment.
- 14. The Staff Bureaus and Regional Offices shall submit a Consolidated Report on Overtime Services with Pay (Annex C) on or before March 1 of every year to the Budget Division-Central Office for consolidation. The consolidated reports shall be submitted to the Budget and Management Bureau of the DBM with a copy furnished to the CSC in compliance with Section 12 Reportorial Requirements under the said CSC-DBM Joint Circular 1.

This DENR Memorandum Circular (DMC) shall take effect immediately and shall supersede DMC No. 2005-2002 dated 18 March 2005<sup>5</sup> and its amendment, DMC No. 2005-016 dated 26 October 2005<sup>6</sup>.

For compliance.

**JIM O. SAMPULNA**  
Acting Secretary



<sup>5</sup> Guidelines on the Implementation of Non-Monetary Renumeration for Overtime Services

<sup>6</sup> Amendments to DENR Memorandum Circular No. 2005-002, Guidelines on the Implementation of Non-Monetary Renumeration for Overtime Services