



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
Tel No. (02) 8351-8120, 8294-9741
Email address: bafe@da.gov.ph

AFD-HRMS-MEMO-23-07-37

MEMORANDUM ORDER

No. 05
Series of 2023

SUBJECT: GUIDELINES ON THE AVAILMENT OF COMPENSATORY TIME-OFF (CTO) / COMPENSATORY OVERTIME CREDITS (COC)

1. Legal Basis

Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circulars No. 2, series of 2004 and No. 2-A, series of 2005.

2. Purpose

These guidelines shall be the basis for the availment of compensatory time-off in lieu of overtime pay for rendering overtime services.

3. Coverage

These guidelines shall apply to all BAFE employees under permanent, temporary or casual status, contractual personnel and Contract of Service (COS).

4. Exemption

Those occupying positions whose ranks are higher than Division Chiefs;

5. Definition of Terms

Compensatory Overtime Credit (COC) – refers to the accrued number of hours an employee earns as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime.

Compensatory Time-Off (CTO) - refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay.

Holiday – refers to both national and local holidays, regardless if regular or special.

6. Guidelines

6.1 Employees are required to render forty (40) hours of work in a week, subject to the work schedule adopted by the agency. In the exigency of the service,



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
Tel No. (02) 8351-8120, 8294-9741
Email address: bafe@da.gov.ph

employees may be required to rendered services beyond regular working hours.

- 6.2 The Division Chiefs/Assistant Director/Director shall determine the need for overtime services, the date, time and its purpose. The Division concerned shall request approval from the Director to render overtime service indicating therein the task to be completed and the expected time of completion.
- 6.3 Overtime services may be authorized for the following activities:
 - 6.3.1 Completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to overtime work;
 - 6.3.2 Relief, rehabilitation, reconstruction and other related work or services during calamities and disasters;
 - 6.3.3 Seasonal work such as budget preparation and rendition of annual reports to meet schedules deadlines;
 - 6.3.4 Preparation of special/financial/accountability reports required occasionally by central monitoring agencies like Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management and National Economic and Development Authority;
 - 6.3.5 Implementation of special programs/projects embodied in directives and authorizations and with specific dates to complete which are in the nature of additional work of BAFE employees with their regular duties;
 - 6.3.6 Services rendered by drivers and other immediate staff of officials when required to keep the same working hours as their superiors.

7. Computation of COCs

The COC is express in number of hours, computed as follows;

7.1 For overtime services rendered on weekdays or scheduled work days:

$$\text{COC} = \text{number of hours of overtime services} \times 1.0$$

7.2 For overtime services rendered on weekends, holidays or scheduled days off:

$$\text{COC} = \text{number of hours of overtime services} \times 1.5$$

8. Accrual and Use of COCs

- 8.1 Each employee may accrue not more than forty (40) hours of COCs in a month. In no instances, however, shall the unexpected balance exceed one hundred twenty (120) hours.
- 8.2 The COCs should be used as time-off within the year these are earned. The unutilized COC should not be carried over in the ensuing year, hence, are non-cumulative.
- 8.3 The COCs shall be considered as official time for the following purposes:



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
Tel No. (02) 8351-8120, 8294-9741
Email address: bafe@da.gov.ph

- Compliance with compensation rules relative to the entitlement to PERA, Additional Compensation, year-end benefits, and other benefits received on a regular basis; and
- Computation of service hours for entitlement to sick and vacation leave credits, and step increment due to length of service.

9. Limitation on the Use of COCs

- 9.1 The COCs cannot be used to offset undertime/s or tardiness incurred by the employee during regular working days.
- 9.2 The COCs earned cannot be converted to cash, hence, are non-commutative.
- 9.3 The COCs will not be added to the regular leave credits of the employee. Hence, it is not part of the accumulated leave credits that is paid out to the employee.

10. Effect on Personnel Movement

- 10.1 In case of resignation, retirement, or separation from the service, the unutilized COCs are deemed forfeited.
- 10.2 In case of detail, secondment or transfer to another agency, the COCs earned in on agency cannot be transferred to another agency, nor could the employee receive the monetary equivalent thereof.
- 10.3 In case of promotion, except when promoted to a position not qualified to receive overtime pay under previous issuances, the employees will retain his or her accrued COC.

11. Issuance if Certificate of COC Earned

- 11.1 An employee who has earned COC shall be granted a Certificate of COC Earned (Annex A) duly approved and signed by the Head of Agency. The certificate indicates the number of hours of earned COC by the employee in the month. The certificate would be issued at the end of each month.

12. Availment of CTO

- 12.1 The CTO may be availed of in blocks of four (4) or eight (8) hours. In case the Bureau adopts alternative work schedules parallel adjustments should be made in the availment blocks, tantamount to either a half or full day leave from work.
- 12.2 The employees may use the CTO continuously up to a maximum of five (5) consecutive days per single availment, or on staggered basis within the year.
- 12.3 Employees who were granted COC shall request their Division Chief/Assistant Director/Director on the schedule of availment of the CTO. The said schedule shall be submitted to the Human Resource Management Section (HRMS). In the exigency of service, however, the schedule may be recalled and subsequently rescheduled by the Head of the Agency within the year.



Republic of the Philippines
 Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
 Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
 Tel No. (02) 8351-8120, 8294-9741
 Email address: bafe@da.gov.ph

13. Procedures

STEP	PROCEDURES	OUTPUT
1.	The employee shall request the Work Permit for COC from the HRMS before the conduct of the activity.	Work Permit for COC with Control No.
2.	The HRMS shall be furnished with a copy of approved Work Permit (indicating the tasks to be completed and the expected time of completion), Attendance Sheet and Accomplishment Report	1. Approved Work Permit 2. Attendance Sheet 3. Accomplishment Report
3.	The HRMS prepares a summary of overtime services rendered in a month, and computes the equivalent COCs, for the purpose of the issuance of the COC Certificate.	COC Certificate
4.	The employees who have acquired the Certificate of COC shall request their Division Chief/Assistant Director/Director on the schedule of availment of the CTO. The approved request shall then be submitted to the HRMS, which shall record the availment of the CTO of employee.	Schedule of availment of the CTO
5.	The employee avails of the CTO	

14. Duties and Responsibilities

14.1 Head of Agency

- a. Authorize employees to render services beyond regular working hours in accordance with these guidelines and the rules and regulations on overtime service.
- b. Grant Certificate of COC Earned, concurrently setting safeguard measures to prevent any form of fraud and/or duplicity.
- c. Approve/disapprove schedule of CTO as requested by the employee without comprising the delivery of services to clientele.
- d. Ensure proper implementation of these guidelines. Act accordingly should violations or irregularities be committed.

14.2 Division Chief / Immediate Supervisor

- a. Shall recommend to the Head of Agency who will be authorized to render overtime services beyond regular working hours.
- b. Shall recommend to the Head of Office the approval of schedule of CTO as requested by the employee.



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
Tel No. (02) 8351-8120, 8294-9741
Email address: bafe@da.gov.ph

14.3 Employees

- a. Observe properly the procedures in earning of COC and availing of CTO.
- b. Request approval from the Head of Agency on the schedule of CTO.
- c. Monitor the balance of earned COC vis-à-vis CTOs availed of.

14.4 Human Resource Management Section (HRMS)

- a. Reflect on the Daily Time Record (DTR) the application for CTO filed by the employee
- b. Prepares monthly report on summary of overtime services rendered and equivalent COCs; report critical incidents or observations.
- c. Recommend measures to improve the implementation of the guidelines on the grant of COCs and availment of CTOs.

15. Saving Clause

Issues or conflicts arising from the implementation of this Guidelines shall be resolved by the Bureau.

16. Effectivity

This Guidelines shall take effect on 31ST day of July 2023.

Done this 31ST of July 2023.

ENGR ARIODEAR C. RICO
Director IV



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
Tel No. (02) 8351-8120, 8294-9741
Email address: bafe@da.gov.ph

14.3 Employees

- a. Observe properly the procedures in earning of COC and availing of CTO.
- b. Request approval from the Head of Agency on the schedule of CTO.
- c. Monitor the balance of earned COC vis-à-vis CTOs availed of.

14.4 Human Resource Management Section (HRMS)

- a. Reflect on the Daily Time Record (DTR) the application for CTO filed by the employee
- b. Prepares monthly report on summary of overtime services rendered and equivalent COCs; report critical incidents or observations.
- c. Recommend measures to improve the implementation of the guidelines on the grant of COCs and availment of CTOs.

15. Saving Clause

Issues or conflicts arising from the implementation of this Guidelines shall be resolved by the Bureau.

16. Effectivity

This Guidelines shall take effect on _____ day of July 2023.

Done this ____ of July 2023.


ENGR ARIODEAR C. RICO
Director IV



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
Tel No. (02) 8351-8120, 8294-9741
Email address: bafe@da.gov.ph

ANNEX A

AFD-HRMS-WPCO-23-07-V1

CONTROL NO.: WPCO No. _____

**WORK PERMIT
COMPENSATORY OVERTIME COMPLETION**

DATE : _____

OFFICE ORDER: _____

In line with the Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, Series of 2004 – Non-Monetary Remuneration for Overtime Services rendered, the undersigned requesting staff is hereby authorized to render overtime services to accomplish the following task/s:

NAME : _____

OFFICE : **BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**

POSITION : _____

DATE OF WORK: _____

STARTING TIME: _____ EXPECTED TIME OF COMPLETION: _____

SPECIFIC JOB TO BE DONE:

a. _____

REQUESTED BY:

RECOMMENDING APPROVAL:
(Division Chief/Immediate Supervisor)

Division Chief

APPROVED BY:
(Head of Agency)

ENGR. ARIODEAR C. RICO
Director IV

Note: For claiming the compensatory overtime, attach (1) approved work permit, and (2) work accomplishment report as approved by immediate supervisor/division chief

GUARD ON DUTY

HRMS_FORM_17/20



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
Tel Nos. (02) 8351-8120, 8294-9741
Email add: bafe@da.gov.ph

ANNEX B

ATTENDANCE MONITORING

Date

NAME	AM		PM		SIGNATURE	REMARKS
	IN	OUT	IN	OUT		
1						

GUARD ON DUTY:

NAME, DATE AND SIGNATURE



Republic of the Philippines
 Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
 Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
 Tel Nos. (02) 8351-8120, 8294-9741
 Email add: bafe@da.gov.ph

ANNEX C

Front

Certificate of COC Earned

This certificate entitles Mr. / Ms. _____ to
 _____ of Compensatory Overtime Credits.
 (number of hours)

ENGR. ARIODEAR C. RICO
 Director IV

Date Issued: _____
 Valid Until: _____

Back

No. of Hours of earned COCs/Beginning Balance	Date of CTO	Used COCs	Remaining COCs	Remarks

Approved by: ENGR. ARIODEAR C. RICO Director IV _____ Date	Claimed: _____ HRMO _____ Date
---------------------------------------------------------------------------------------	----------------------------------------------------