

February 19, 2025

MEMORANDUM ORDER

No. 164

Series of 2025

SUBJECT: SUPPLEMENTAL GUIDELINES ON OVERTIME (OT) SERVICES RENDERED BY THE EMPLOYEES OF THE BUREAU OF PLANT INDUSTRY (BPI)

To ensure the proper implementation and documentation of overtime services rendered by employees of the Bureau of Plant Industry (BPI), the following supplemental guidelines are hereby issued in accordance with BPI Memorandum Order No. 83, s. 2024¹, Department of Agriculture (DA) Administrative Order No. 03, s. 2024², Republic Act No. 6713³, Civil Service Commission (CSC) rules⁴, and relevant Commission on Audit (COA) and Department of Budget and Management (DBM)⁵ regulations.

A. Overtime Work Request Slip and Approval Process

1. In addition to the submission of the quarterly pre-OT requirements: **Request for Authority to Render Overtime Services (Annex A), Work Program (Annex B), Authority to Render Overtime (Annex C)**, BPI personnel shall accomplish a **Request for Overtime Slip (Annex G)** at least two (2) days prior to the anticipated overtime work.
2. Each request for overtime shall be limited to a maximum of three (3) days. Should additional days be warranted, a separate request shall be filed for approval.
3. The Request for Overtime Slip shall be signed by the Head of Office or Officer-in-Charge (OIC) of the respective Unit, Section, or Division. It shall then be submitted to and noted by the Chief Administrative Officer-Designate and approved by the Assistant Director for Research and Development and Production Support Services (RDPSS).
4. **ONLY** personnel with an approved overtime request slip are authorized to render overtime work.

B. Overtime Work Without Overtime Work Request Slip and Approval Process

1. In cases where a request cannot be secured in advance due to urgency of the task, the immediate supervisor requiring the overtime must submit a written **Justification (Annex H)** stating the necessity of the overtime work.

¹ **BPI Memorandum Order No. 83, s. 2024**, The Code of Conduct for Bureau of Plant Industry (BPI) Officials and Employees

² **DA Administrative Order No. 03, s. 2024**, Internal Rules and Procedures on Rendition and Remuneration of Overtime Services of Employees of the Department of Agriculture

³ **Republic Act No. 6713**, Code of Conduct and Ethical Standards for Public Officials and Employees

⁴ **Civil Service Commission (CSC) Memorandum Circular No. 13, s. 2021**, Revised Rules on the Administrative Offense of Dishonesty

⁵ **CSC and DBM Joint Circular No. 1, s. 2015**, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees

2. The Justification for Overtime Work Request Without Overtime Request Slip shall be signed and requested by the Head of Office or Officer-in-Charge (OIC) of the respective Unit, Section, or Division. It shall then be submitted to and noted by the Assistant Director for Research and Development and Production Support Services (RDPSS) and approved by the Director.

C. Submission of Overtime Accomplishment Report⁶ (Annex D) and Supporting Documents

1. BPI personnel who render overtime services must submit an **Overtime Accomplishment Report** to the Human Resources Section (HRS) within five (5) working days after the completion of overtime work indicated in the overtime request slip.

The overtime accomplishment report must state the following:

- a. Specific tasks accomplished during the overtime period
 - b. Quantity and percentage of work accomplished
 - c. Estimated and actual man hours used
 - d. Remarks, if any
 - e. Certified by the immediate supervisor confirming the completion of tasks
 - f. Supporting documents of the accomplished work, if any. (e.g., doctrack, incoming and outgoing logbook list, reports, documentation, etc.)
2. The report must be forwarded to the office of the Administrative-Designate Office for initial checking and subsequently submitted to the Office of the Assistant Director for RDPSS for final approval.
 3. Failure to submit the required overtime accomplishment report within the **prescribed period** may result in non-recognition of the overtime service and forfeiture of the corresponding compensation in accordance with COA rules and other government auditing standards.

D. Compliance and Monitoring

1. The HRS and the Accounting Section shall ensure the implementation and strict compliance with these guidelines.
2. The Administrative Office-Designate and the Office of the Assistant Director for RDPSS shall be responsible for monitoring overtime requests, accomplishments, and compensation, whether through overtime pay or Compensatory Time-Off (CTO) in accordance with Sections 3.2 and 3.3 of the Joint Circular No. 1, s. 2015 of CSC and DBM⁷.
3. Random checking of the submitted Overtime Accomplishment Report will be conducted for validation by the Administrative Office-Designate and the Office of the Assistant Director for RDPSS.
4. Reports and accomplishments shall be submitted to the Office of the Director.

⁶ **Overtime Accomplishment Report** - a document submitted by the employee stating the specific details of the work completed during the overtime period, supported by evidence.

⁷ **CSC and DBM Joint Circular No. 1, s. 2015**

3.2 As a general rule, the remuneration for overtime services shall be through CTO, in accordance with the guidelines under the CSC-DBM Joint Circulars No. 2, s. 2004 and No. 2-A. s. 2005.

3.3 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 agency.

5. Any misrepresentation⁸, false claims⁹, or non-compliance with these guidelines may result in:

- a. Denial of overtime compensation
- b. Administrative sanctions in accordance with BPI Memorandum Order No. 333 s. 2024, CSC Rules and RA 6713.

E. Repealing Clause

All memoranda and other issuances inconsistent with these Supplemental Guidelines on Overtime Service are hereby modified, amended, superseded accordingly.

F. Effectivity

This Memorandum Order shall take effect immediately upon its issuance and shall remain in full force and effect until sooner modified or revoked by subsequent issuances.

For strict compliance.

Done this 6th day of May, 2025.


GERALD GLENN F. PANGANIBAN, Ph.D.
Director

⁸ **Misrepresentation** - any act of providing false or misleading information regarding overtime work or accomplishments.
⁹ **False Claims** - submitting requests for overtime compensation for hours not actually worked or for tasks not performed.



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BUREAU OF PLANT INDUSTRY
692 San Andres St., Malate, Manila, Philippines
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ANNEX A

REQUEST FOR AUTHORITY TO RENDER OVERTIME SERVICES

Division/Center/Section/Unit:		
Names of Employees to Render Overtime		
1.		
2.		
3.		
(Use additional sheet if necessary)		
Days	Hours (From - To)	
Regular Working Day		
Sat.-Sun & Holidays		
Manner of Compensation (CTO or OT Pay):		
Justification		
(Use additional sheet if necessary)		
Requested by:	Recommending Approval:	Approved:
Head Of Office	Assistant Director	Director

Annex B

Bureau of Plant Industry	WORK PROGRAM		Date Prepared:	
Purpose of Overtime				
Activities to be Accomplished	Est Qty	Est MH Needed	Period Covered	Persons/Assigned
Requested by:	Recommending Approval			Approved:
Head Of Office	Assistant Director			Director

Annex C

Department of Agriculture Bureau of Plant Industry	AUTHORITY TO RENDER OVERTIME (Per CSC-DBM Joint Circular No. 2 Series of 2015)	
To _____ :		
Section/Division: _____		
Names of Employees to Render Overtime _____		
<div></div>		
(Use additional Sheet if necessary)		
Other Conditions: The above-named personnel are hereby authorized to render overtime services subject to the following: <div><div>1. The overtime work shall be rendered only after the authority to render such services has been issued.</div><div>2. That only such number of personnel shall be allowed to render overtime work but not to time except when so authorized.</div><div>3. That 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.</div><div>4. Employee may accrue not more than forty (40) hours of COC's in a month. In no instance, however, shall the unexpended balance exceed one hundred twenty hours (120) hours.</div><div>5. The COC's 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.</div><div>6. The COC's cannot be used to offset undertime's or tardiness incurred by the employee during regular working days.</div><div>7. The COC's earned cannot be converted to cash, hence, are non-cumulative.</div><div>8. The COC's 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.</div><div>9. That the overtime work shall be based on the trip ticket issued whenever there is an activity or event of the said department for the drivers.</div><div>10. That no overtime shall be allowed when the employee is on travel status.</div><div>11. That overtime shall be personally supervised by the duly designated overtime supervisor</div></div>		

ANNEX D

Bureau of Plant Industry		Overtime Accomplishment Report			Period Covered		
				Office:			
ACTIVITIES ACCOMPLISHED (As per Work Program)	QTY Accompl ished	Est Qty. to be Accomplished	% Accomplishment	Actual MH Used	Estimated MH Needed	% of MH Used	Remarks
Certified Correct:			Approved:				

ANNEX E

APPLICATION FOR AVAILMENT OF COMPENSATORY TIME-OFF (CTO)		
Name of Employee:		Position:
Division:	Section:	Date of Filling:
DETAILS OF APPLICATION		
Number of Hours Applied for		Inclusive Date/s
Requested by:		Recommending Approval by:
Signature of Applicant		Division Chief
DETAILS OF ACTION OF APPLICATION		
CERTIFICATION OF COMPENSATORY OVERTIME CREDITS (COC)		
as of		
Number of Hours Earned:		
Chief/OIC,Human Resources Section		
<div>1 The CTO may be availed of in block of 4-8 hours. The employee may use the CTO continuously to a maximim of 5 consecutive days</div> <div>2 per single availment, or on staggered basis within the duration of the request of OT.</div> <div>3 Attach approved Certificate of COC Earned for validation purpose.</div>		

ANNEX F

COMPUTATION OF COMPENSATORY OVERTIME CREDITS (COC)

Name
Cut-off Jan 1-31, 2024

Date	Particular	Time in	Time Out	Excess Hours
Total Excess Hours				0

Less: Application of Offset

Date	Particular	Applied Hours
Total Used Hours		0

Total Available Hours as of January 31, 2024 0

Name
Cut-off Feb 1-15, 2024

Date	Particular	Time in	Time Out	Excess
	forwarded as of January 31, 2024 Available Credits			
Total Excess Hours				0

Less: Application of Offset

Date	Particular	Applied Hours
14-Feb-24		
15-Feb-24		
Total Used Hours		0

Total Available Hours as of February 15, 2024 0

Prepared by: _____
NAME OF STAFF

Verified by: _____
HUMAN RESOURCE SECTION

ANNEX G

Republic of the Philippines
Department of Agriculture
BUREAU OF PLANT INDUSTRY
692 San Andres Street, Malate, Manila

REQUEST FOR OVERTIME SLIP

DIVISION/SECTION/UNIT : _____

Name of Employee to Render Overtime: _____

DATE OF OVERTIME WORK

TIME OF OVERTIME WORK

START DATE	END DATE	START TIME	END TIME

ANTICIPATED NUMBER
OF OVERTIME HOURS

Expected Outputs:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Requested by:	Noted by:	Approved by:
<i>Head of Office/OIC of each Division/Section/Unit</i>	<i>Chief Administrative Officer-Designate</i>	<i>Assistant Director - RDPSS</i>

Republic of the Philippines
Department of Agriculture
BUREAU OF PLANT INDUSTRY
692 San Andres Street, Malate, Manila

**JUSTIFICATION FOR OVERTIME WORK REQUEST
WITHOUT OVERTIME WORK REQUEST SLIP**

DIVISION/SECTION/UNIT : _____
Name of Employee to Render Overtime: _____

DATE OF OVERTIME WORK		TIME OF OVERTIME WORK	
START DATE	END DATE	START TIME	END TIME

**ANTICIPATED NUMBER
OF OVERTIME HOURS** _____

Justification for Urgency/ Non-submission of the Overtime Work Request Slip

Expected Outputs:

Requested by: <i>Head of Office/OIC of each Division/Section/Unit</i>	Noted by: <i>Assistant Director - RDPSS</i>	Approved by: <i>Director</i>
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Note: This justification is submitted due to the urgent nature of the work required, which could not secure an advance request for an overtime work slip. All necessary approvals will be obtained as per Bureau of Plant Industry's internal guidelines.