



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

May 8, 2014

CUSTOMS MEMORANDUM ORDER

No. 09-2014

**TO: The Deputy Commissioner, MISTG
The District Collectors, POM and MICP
The Head, X-ray Inspection Project
All Others Concerned**

**SUBJECT: AUTHORITY TO RENDER OVERTIME SERVICES WITH PAY FOR
PERSONNEL OF THE PORT OF MANILA (POM), MANILA
INTERNATIONAL CONTAINER PORT (MICP), AND PERSONNEL OF
MISTG and X-RAY UNITS IN THESE PORTS**

In the interest of the service and in view of the approval by the Office of the President to pay overtime services in cash for FY 2014 to personnel who are directly involved in the needed extended operating hours in light of the "Truck Ban Policy" implemented by the City Government of Manila, the personnel of the POM, MICP, and personnel of X-ray units and MISTG in these ports duly authorized to render overtime services may be paid in accordance with the guidelines prescribed herein.

1.0 General Guidelines

- 1.1 Overtime services with pay shall be allowed only for incumbents of plantilla positions of division chief and below, and for casual employees.
- 1.2 Officers and employees shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of lunch time. As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon, and from one o'clock to five o'clock in the afternoon on all days, except Saturdays, Sundays and holidays.
- 1.3 Overtime services shall include those rendered beyond eight (8) hours of work on a regular work day (Monday to Friday); those rendered on rest days, such as Saturday and Sunday; and those rendered on holidays.

2.0 Procedure

- 2.1 Upon instructions of the Commissioner to extend operational hours, the District Collector or the Head, X-ray Inspection Project (XIP) shall determine the units and personnel, and the duration of overtime services. A daily authority for personnel by Division to render overtime service shall be issued by the Deputy District Collector/Head, XIP upon request of the division chief or unit head, indicating the specific work to be done in a given day, using the template attached as Form A.
- 2.2 The Daily Time Record (DTR) of each employee shall be faithfully accomplished. The time entries appearing therein shall be the basis for determining the number of hours of actual overtime services.
- 2.3 At the end of each month, each employee shall prepare a summary statement of overtime services rendered, using the template attached as Form B.

3.0 Submission of Claims for Payment of Overtime Services

- 3.1 The port/unit shall prepare its claim for overtime pay at the end of each month and submit the same to the Deputy Commissioner, Internal Administration Group through the Accounting Division, FMO, with the following attachments:
- Individual Daily Time Record for the applicable month;
 - Authority to render overtime service (Form A);
 - Summary statement of overtime services rendered (Form B); and
 - Division/Unit payroll.
- 3.2 The computation of overtime pay shall be in accordance with Items 5.2, 5.3, and 5.4 of DBM Budget Circular No. 10 s. 1996, entitled, *Prescribing and Updating the Guidelines and Procedures on the Rendition of Overtime Services with Pay of Government Personnel*, quoted hereunder:

"5.2 Personnel rendering overtime services shall be entitled to overtime pay by the hour which shall be based on his/her actual hourly rate, computed as follows:

$$\text{Actual Hourly Rate (H.R.)} = \frac{\text{Actual Salary Per Month}}{22 \times 8}$$

5.3 Overtime pay shall be computed as follows:

A. For ordinary working days: Plus 25% of the hourly rate (0.25 x H.R.)

Overtime Pay = 1.25 x H.R. x No. of Hours Rendered

*B. For rest days and holidays: Plus 50% of the hourly rate
(0.50 x H.R.)*

Overtime Pay = 1.50 x H.R. x No. of Hours Rendered

5.4 The total overtime pay of the employee for the year shall not exceed fifty percent (50%) of his annual basic salary."

4.0 Funding and Payment

3.1 Payment for overtime service shall be charged against savings of the BOC which may be determined at the end of every quarter based on the quarterly Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB) prepared by the Budget Division.

3.2 Hence, payment for overtime services duly supported by the required documents shall be processed by the IAG at the end of each quarter.

5.0 Responsibility

The District Collector/Deputy Collector for Administration and the Unit Heads shall be responsible for the proper implementation of this CMO.

6.0 Effectivity

This CMO shall be effective on March 1, 2014 and shall last until lifted and/or revoked.


JOHN P. SEVILLA
Commissioner



MAY 09 2014

Form A

DAILY AUTHORITY TO RENDER OVERTIME SERVICES

This is to authorize:

Name of Employees: Position/Designation: Division:

- 1)
- 2)
- 3)

To render overtime work/services on: _____

Specific work to be done/expected output:

Requested by: **Recommending Approval:** **Approved:**

Division Chief

Deputy Collector for Admin.

District Collector

Note: This should be accomplished in two (2) copies prior to rendering overtime work. Please submit the duplicate copy a day after the rendition of overtime to the Deputy Collector for Administration

DAILY AUTHORITY TO RENDER OVERTIME SERVICES

This is to authorize:

Name of Employee(s): Position/Designation: Division:

- 1)
- 2)
- 3)

To render overtime work/services on: _____

Specific work to be done/expected output:

Requested by: **Recommending Approval:** **Approved:**

Division Chief

Deputy Collector for Admin.

District Collector

Note: This should be accomplished in two (2) copies prior to rendering overtime work. Please submit the duplicate copy a day after the rendition of overtime to the Deputy Collector for Administration

**BUREAU OF CUSTOMS
(COLLECTION DISTRICT/OFFICE)
(Address)**

STATEMENT OF OVERTIME SERVICES RENDERED

Purpose: To claim overtime pay for the month of _____ 2014

DATE	DAY	MORNING		AFTERNOON		EVENING		OVERTIME	
		IN	OUT	IN	OUT	IN	OUT	HOURS	MINS.
A. ORDINARY WORKING DAYS									
TOTAL NO. OF HOURS, ORDINARY WORKING DAYS									
B. REST DAYS AND HOLIDAYS									
TOTAL NO. OF HOURS, REST DAYS AND HOLIDAYS									
ESTIMATE OF OVERTIME PAY									
A. ORDINARY WORKING DAYS (OP=1.25 X Hourly Rate x No. of Hours)									
OT Pay Rate	=	1.25	x		x	=	₱	-	
B. REST DAYS AND HOLIDAYS (OP = 1.5 X Hourly Rate x No. of Hours)									
OT Pay Rate	=	1.5	x		x	=	₱	-	
Total								₱	

Employee Name _____
 Employee Signature _____
 Position/Designation _____
 Salary per month/day _____

I HEREBY CERTIFY that the services have been rendered under my direct supervision and had been checked against the daily time record.

Division Chief/Unit Head

Collector of Customs