



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.

