



MEMORANDUM ORDER

No. 15

Series of 2024

SUBJECT: GUIDELINES ON OVERTIME SERVICES OF EMPLOYEES OF THE BUREAU OF ANIMAL INDUSTRY

In compliance with **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", Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, s. 2015 "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees" and CSC-DBM Joint Circular No. 02, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered," the following salient provisions are hereby reiterated for the information and guidance of all concerned employees of the Bureau of Animal Industry (BAI):

1. Overtime (OT) services refer to work performed beyond the regular working hours authorized for extremely necessary, priority activities of BAI;
2. BAI employees (Division chief/equivalent level and below) eligible for Overtime (OT) services with pay or Compensatory Time Off (CTO):
 - 2.1 Regular
 - 2.2 Contractual
 - 2.3 Casual employees
3. Procedures for Request and Availment:
 - 3.1 To file a Request for Authority to Render OT Services, the requester shall use DA Form 1 (Authority to Render Overtime) and DA Form 2 (Work Program), providing the following details:
 - a. names of employees
 - b. the conditions
 - c. duration specifying the days and hours covered
 - d. the basis
 - e. the manner of compensation, and
 - f. justification for the OT services
 - 3.2 Head of office/Division submits accomplished forms to the Assistant Director for recommending approval.
 - 3.3 Approval of BAI Director.
 - 3.4 After the approval, the employee performs the OT work and earns Compensatory OT Credit (COC).
 - 3.5 To utilize COC as CTO, the employee submits a request to the BAI Assistant Director for approval of the preferred schedule for the CTO.
 - 3.6 Employee avails the CTO.

4. The default remuneration of OT services shall be through Compensatory Time-Off (CTO), which allows employees to take time off in lieu of overtime pay.
5. COC should be availed as Compensatory Time-Off (CTO) within the year earned. Unutilized COCs are non-cumulative and are forfeited in case of resignation, retirement, separation from the service, detail, secondment, or transfer to another agency;
6. OT pay may be authorized only in exceptional cases when the application of CTO for all overtime hours would adversely affect the operations of BAI, subject to the availability of funds and pertinent audit and accounting rules and regulations. The Accounting Section shall submit to the DBM's Budget and Management Bureau or Regional Office concerned, cc: CSC, the "Report on Overtime Services with Pay" using a template in Annex A of CSC-DBM JC No.2 s.2015, on or before March 31 of every year.
7. All other provisions of DA Administrative Order No.03 s.2024, CSC-DBM Joint Circular No. 02, s. 2015 and CSC-DBM Joint Circular No. 02, s. 2004 shall apply and must be used as a reference by BAI employees.

This Memorandum shall take effect immediately.

Done this 4th of July 2024.



HYACINTH G. NAPILOY, DVM, MPS-PA
Officer-in-Charge, Director

