



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 29, 2025

OFFICE MEMORANDUM

No. 060 s. 2025

**REITERATION OF THE DEP ED POLICIES AND GUIDELINES
ON OVERTIME SERVICES AND PAYMENT FOR
THE SCHOOLS DIVISION OFFICE (SDO) PERSONNEL**

To: Assistant Schools Division Superintendent
SGOD & CID CES and Personnel
OSDS Unit Heads and Personnel
All Others Concerned

1. To ensure efficiency on the rendition of overtime (OT) services in the Schools Division Office, the following DepEd Orders are reiterated:

- DepEd Order No. 30, s. 2016 "Policies and Guidelines on Overtime Services and Payment in the Department of Education"
- DepEd Order No. 005, s. 2019 "Amendments to DepEd Order No. 30, s. 2016"

Copy both DepEd Orders are provided as enclosures to this memorandum for easy reference.

2. The following items on Part **D. Procedures** of the Enclosure to DepEd Order No. 30, s. 2026 **Guidelines on the Rendition and Payment of Overtime Services for DepEd Non-Teaching Personnel** are to be implemented as contextualized guidelines in the SDO for the reasons provided:

Item Number	Contextualization/Reiteration
2.1	<ul style="list-style-type: none">For the physical and mental wellness of the employee, overtime services in the SDO should be at least two (2) hours only or until 7:30 p.m. only on weekdays and from 8 o'clock a.m. to 5 o'clock p.m. on Saturdays, Sundays, Holidays or Non-working days.In case the overtime period needs to be extended, permission must be sought from the OIC-Schools Division Superintendent or her authorized officer through any means of communication.Extension of overtime should not exceed 9 o'clock p.m. during weekdays. No extension of OT will be allowed after 5 p.m. on other days.No remuneration will be provided for OT service extension when it is not approved by the OIC-Schools Division Superintendent (SDS) or her authorized officer.
3	<ul style="list-style-type: none">The request for an extension of the overtime period during weekdays must not be due to a dinner break spent outside the SDO since the dinner break is allowed after three (3) hours of continuous OT service.To ensure physical and mental wellness, a health break of 30 minutes after 5 o'clock may be enjoyed by the employee on OT service but only within the office premises.
4	<ul style="list-style-type: none">Overnight OT services shall be resorted to only when extremely necessary, and no employee shall be allowed to render overnight service for more than two (2) consecutive nights for health reasons and to ensure employee productivity.



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

5	<ul style="list-style-type: none">The Authority to Render OT services may be filed monthly or as the need arises (weekly or on a particular day), either by an individual employee duly endorsed by his/her Unit Head or filed by the Unit Head indicating the names of identified personnel to render overtime services, expected outputs, specific days and hours covered, and the manner of compensation.
7	<ul style="list-style-type: none">The decision to allow/disallow OT service is the responsibility of OIC-SDS or her authorized officer.OT service is generally discouraged because all Unit Heads are expected to plan and manage the service delivery of his/her unit within office hours, but OT service shall be allowed to finish tasks due to unexpected and unavoidable circumstances.
8	<ul style="list-style-type: none">An employee shall not be allowed to render OT services with pay or Compensatory Time Off (CTO) if s/he has reported late on the regular work day when the OT service was applied for.
9	<ul style="list-style-type: none">The Monthly/Weekly/Daily Individual Accomplishment Report for actual work done during the OT shall be submitted to the Office of the SDS within one week after the OT for the month/week/day has been rendered, along with the corresponding approved Authority to Render Overtime and DTR printout.Late submission of the requirements shall mean no remuneration of the OT service— either monetary or non-monetary.
10	<ul style="list-style-type: none">Remuneration for overtime services shall be through CTO, in accordance with the guidelines under CSC-DBM Joint Circulars No. 2, s. 2004 and No. 2-A s. 2005.When there is available savings, overtime pay shall be paid subject to existing rules and regulations on the use of savings.

3. Forms for the Application for Overtime and Overtime Service Accomplishment Report may be requested from the Human Resource/Personnel Unit.

4. Issues and concerns on this division memorandum may be raised to the OIC of the Office of the SDS in writing or through the appropriate channels in the Microsoft (MS) Teams.

5. Strict compliance to this memorandum is expected starting May 2025.

CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent