

ADMINISTRATIVE ORDER

No. 22
Series of 2021

SUBJECT : INTERNAL RULES AND ADMINISTRATIVE PROCEDURES ON RENDITION AND COMPENSATION OF EXTRA SERVICES OF DSWD CONTRACT OF SERVICE (COS) WORKERS

A. RATIONALE

The Memorandum of Agreement (MOA) between the DSWD and the Contract of Service (COS) workers defines the terms and conditions of the engagement of services of the latter in consideration of the nature of services being provided by the Department. This engagement includes requiring the COS Workers to physically report to work.

Even during this state of national emergency, DSWD personnel, to include COS workers, are required to be on skeleton workforce for the majority of time to render services as augmentation workforce and to perform their functions even beyond regular working hours.

This Administrative Order (AO) is issued to properly guide COS workers on the rendition of extra services beyond the agreed regular working hours and the corresponding remuneration, either through Compensatory Overtime Credit (COC) or monetary claims (Additional Cost of Services or AdCOST).

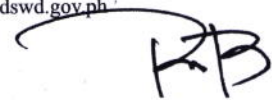
B. LEGAL BASIS

Section 2.0 of **Commission on Audit and Department of Budget and Management Joint Circular No. 2, s. of 2020** on the *Updated Rules and Regulations Government contract of Service (COS) and Job order (JO) Workers in the Government* provides that government agencies are authorized to enter into service contracts with individuals for their services therein referred to as individual COS.

Following this, **Memorandum from the Secretary dated December 19, 2020** or the *Payment of Services Rates for Workers Engaged under Contract of Service (COS) and Job Order (JO) for January to December 2021* was issued to provide the amount of cost of services (COST) and premium rate of COS. It further provides that extra services to be rendered by COS workers may be compensated either monetarily or non-monetarily based on applicable payment of base rate without premium rate.

In addition, and as stipulated in the MOA, **all services** rendered by the COS worker shall be properly compensated subject to existing rules and regulations.

Among the conditions stated in the MOA of COS workers is that the latter may be required to render extra services beyond the regular working hours, in the exigency of



service subject to guidelines on payment of extra services, hence these internal rules and administrative procedures.

C. DEFINITION OF TERMS

- a. **Additional Cost of Services (AdCOST)** (AdCOST) refers to the compensation of the extra services rendered by the COS workers beyond the regular forty (40) hours or during weekends, holidays and work suspensions.
- b. **Compensatory Overtime Credit (COC)** refers to the accrued number of hours personnel earn as a result of services rendered beyond regular working hours and/or those rendered on Saturdays, Sundays, Holidays, work suspension or scheduled days off without the benefit of AdCOST.
- c. **Compensatory Time Off (CTO)** refers to the number of hours or days personnel are excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to personnel in lieu of COCs earned.
- d. **Extra Services** refers to services rendered beyond the agreed forty (40) regular working hours required by the agency, or during weekends, holidays and work suspensions, in the exigency of the service.

D. COVERAGE

COS workers holding positions equivalent to Division Chief (DC) and below, may be authorized to render extra services with pay or compensation.

The following COS workers are not authorized to claim any form of compensation for extra services rendered:

- a. COS workers holding positions equivalent to those higher than DC level;
- b. Those granted other forms of allowances or benefits for services rendered beyond the prescribed work hours under existing laws, rules, and regulations (e.g. Travel Expense Voucher (TEV) is claimed, Honoraria); and
- c. Those who are on travel status either in relation to the performance of official duties or for participation to trainings/seminars, conferences, workshops and the likes, either as participants or as members of the training team.

E. General Policies

- a. The rendition of extra services of COS workers shall be authorized only when extremely necessary, such as when a particular work or activity cannot be completed within the regular work hours and that non-completion thereof will:
 - 1. Cause financial loss to the Department;
 - 2. Put the name and/or credibility of the Department in question due to its inability to meet its commitments;



3. Negate the purposes for which the work or activity was conceived (i.e. provision of support services or services to intended beneficiaries);
 4. Negatively affect the provision of support services to internal clients or the provision of services to intended beneficiaries; and
 5. Violate Republic Act No. 11032 or an act Promoting Ease of Doing Business and Efficient Delivery and Government Services, amending for the Purpose Republic Act No. 9485, otherwise known as Anti-Red Tape Act of 2007, and other issuances for the same purpose.
- b. As a general rule, the remuneration for extra services shall be through CTO.
- c. The monetary compensation of extra services may be authorized only in exceptional cases, such as:
1. Extra services in excess of the allowable number of COC to be earned in a month;
 2. Extra services in excess of the allowable COC balance in a year; or
 3. Extra services rendered which are certified by the Division Head or above level¹, that cannot be claimed as COC since availment thereof will adversely affect the operations of the Offices/Bureaus/Services/Special Projects/ Field Offices (O/B/S/SP/FO) or Division.

F. The priority activities that may warrant rendition of extra services may include the following:

- a. Implementation of special or priority programs and projects embodied in Presidential and/or Agency Head's directives with specific dates of completion;
- b. Completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to extra work;
- c. Services during emergency or critical situations that would require immediate response such as but not limited to:
 1. Rescue of DSWD clientele (including staff) in extremely difficult circumstances arising from but not limited to illegal recruitment, child labor, physical or sexual abuse, trafficking, being stranded, etc.;
 2. Assistance to deportees;
 3. Assistance to individuals, families or communities in crisis situations like medical evaluation, demolition, etc.
 4. Handling of Crisis communication efforts critical for the Department's external and internal stakeholders
- d. All activities related to emergency response preparedness, disaster response operations, Quick Response Team (QRT) functions, disaster early recovery and

¹ Please refer to Item I.c.1 below for the accomplishment of this form also referred to as Annex C

rehabilitation, and monitoring of centers and residential care facilities in time of disaster.

- e. Seasonal work such as but not limited to, preparation of budgets and annual reports, in order to meet scheduled deadlines;
- f. Preparation of financial and accountability reports required by oversight agencies like Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management, and National Economic and Development Authority;
- g. Services rendered by Drivers and other immediate staff of officials when they are required to keep the same working hours as these officials;
- h. Completion of routine regular functions that cannot be completed within the regular working hours, due to volume, other equally urgent intervening tasks, or nature of deliverables to be accomplished, but the completion thereof is necessary so as not to prejudice the interest of internal and external clients;
- i. Rendition of extra services shall also be authorized for the support activities performed in connection with the services mentioned in **Items F.a to F.h** (e.g. *clerical, secretarial, skilled, technical and other support functions*); and
- j. Such other activities as needed to meet performance targets or deliver services to the public as may be determined by the O/B/S/SP/FO Head.
- k. Attendance in hearings or meetings as may be required by the House of Representatives, Senate, Office of the President or other government agencies, which are conducted beyond regular office hours.

G. Period of Extra Services

- a. Those rendered beyond the regular eight (8) work hours on scheduled workdays or 40 hours a week, and those rendered on rest days or scheduled days off, weekends, holidays, special non-working days and work suspensions, both exclusive of time for lunch and rest subject to the limitations set forth in **Item H** of this rules.
- b. Those rendered by drivers and other immediate staff of officials who are required to keep the same work hours as said officials, beyond the prescribed eight (8) work hours in a work day, and on rest days or scheduled days off, weekends, holidays, special non-working days and work suspensions (i.e. *Early Duty* of drivers who are required to report before official/core time to ferry officials etc.).
- c. Those rendered beyond the prescribed work hours in a shift (shifting/modified schedule) of eight (8) hours or more, such as activities related to emergency response preparedness, disaster response, operations center monitoring during disaster, and disaster early recovery and rehabilitation on scheduled work days and those rendered on rest days or scheduled day-off, holidays, special non-working days and work suspensions.

H. Limitations on Extra Services and AdCOST

- a. COS workers under Work-From-Home arrangement during the implementation of alternative work arrangement, are not entitled to AdCOST/COC.

- b. Only COS workers who arrive a) on or before the start of the workday - for those adopting fixed / compressed working hours; b) on or before the start of the core working hours - for those adopting flexi-time, shall be allowed to render extra hours work with monetary compensation, provided that at least 2 hours of extra services were rendered for the day.

For example, a COS worker adopting flexi-time who logged in on Tuesday at 9:31 AM and registered their log-out at 9:30 PM, shall not be entitled to be paid of AdCOST for extra services rendered for the said day as they arrived a minute late from the core working hour.

- c. In the case of COS workers adopting a full flexi-time work schedule, any excess work hours/minutes in a particular day may be used partly or fully to offset any deficiency in the number of work hours/minutes in a week following the rule on full flexi-time. The remaining hours/minutes after offsetting may be claimed as extra services to be compensated either monetarily if at least two (2) hours a day or thru COC if at least one (1) hour a week whichever is appropriate following these guidelines.
- d. Extra services rendered in the exigency of the service by COS workers who were late during a particular working day shall be compensated through COC, provided that the extra services on the particular week is at least one (1) hour.
- e. For a regular workday, one-hour break shall be observed for every three (3) hours of continuous extra services regardless of the form of compensation.

When COS workers start working at 8:00 AM, for example, they complete the regular eight (8) hours at 5:00 PM, and their extra services start at 5:00 PM onwards. Upon completion of three (3) extra hours at 8:00 PM, a one-hour break shall be observed from 8:00 PM to 9:00 PM. If they continue to work beyond 9:00 PM in the exigency of the service, counting of extra hours will resume at 9:00 PM onwards, and so on.

- f. Likewise, services of drivers when assigned to render service earlier than 7:00 A. M., i.e. in case of emergencies or during relief operations or to convey officials/personnel to or from airport and other similar situations, shall also be counted as actual official work hours, provided that it is so specified in the certification to be issued by the Head of O/B/S/SP/FO concerned or Official who required the early duty (ANNEX A). Services rendered beyond eight (8) hours shall be considered extra services.
- g. During Saturdays, Sundays, Holidays, or suspension of work, the following are, generally, the break periods:

12:00 Noon - 1:00 P.M.
5:00 P.M. - 6:00 P.M.

One-hour break shall be observed for every three (3) hours of continuous extra service after 6:00 PM.

Ex. Extra service starts at 8:00 AM:

One (1) hour break during 12:00-1:00 PM
One (1) hour break after rendering 8:00 hours at 5:00 PM
(5:01-6:00 PM)

Extra service resumes at 6:00 PM and a one (1) hour break shall be observed after rendering three (3) hours (9:01-10:00PM) and for every three (3) hours thereafter.

- h. As a general rule, extra service earlier than 8:00 A. M. on Saturdays, Sundays, holidays, special non-working days and whole day work suspensions shall not be allowed. However, extra services before 8:00 AM may be allowed during critical and emergency situations as defined in **Items F.c to F.d** provided that it is so specified in the certification to be issued by the Head of O/B/S/SP/FO concerned or Official who required the early duty (*ANNEX A*).
- i. Rendering overnight extra service shall be resorted to only when extremely necessary and authorized by the Head of O/B/S/SP/FO. No COS worker shall be allowed to render overnight service for more than 2 consecutive nights of straight duty, for health reasons and to ensure COS worker's productivity, except during activities related to emergency response preparedness, disaster response operations, emergency deployment, center monitoring during disaster, and disaster early recovery and rehabilitation wherein, by the nature of the work, overnight duty may not be limited to 2 consecutive nights.
- j. During weekdays, extra services rendered by a COS worker who leaves the office premises on personal business/nature during office hours shall not be compensated either monetary or non-monetary, as official time is significantly reduced for personal reason. The same is further subject to existing internal and oversight agency rules and regulations on government office hours.

On weekends, the time the COS worker is on personal business outside the office premises during the period of his/her extra services, shall be reduced from his extra hours.

Ex. A COS worker leaves the office premises from 1:00 PM to 3:00 PM on personal business:

If Weekday	If Weekend
Should the COS worker render extra services on the same day, the same shall not be compensated accordingly	2 hours shall be deducted from his extra hours.

- k. The period of extra services during weekends, holidays and suspensions shall, in no case, be used to offset any deficiency during the core working hours.
- l. Only a maximum of twelve (12) hours of extra services on a rest day, weekend, scheduled day off, holiday, or special non-working day, shall be compensated through AdCOST, any excess shall be compensated through COC.
- m. The total AdCOST of a COS worker in a year shall not exceed 50% of his/her total amount of cost of service for the fiscal year.

I. Compensation of Extra Services

- a. Monetary Compensation

1. The AdCOST shall be computed based on the hourly rate of a COS worker following the *base rate*, depending on the day such extra service was rendered.
2. The number of work hours of extra service rendered on a scheduled workday and suspensions, N_1 , and those rendered on a rest day or scheduled day off, holiday or special non-working day, N_2 , shall be computed by taking into consideration the provisions under **Item H** of this AO.
3. The hourly rate (**HR**) of a COS worker on full-time contract with a monthly base rate/Cost of Service (**COST**) for 22 workdays in a month and 8 hours per workday, shall be computed by using the following formula:

$$HR = \left[\frac{COST}{1 \text{ Month}} \right] \left[\frac{1 \text{ Month}}{22 \text{ Workdays}} \right] \left[\frac{1 \text{ Workday}}{8 \text{ Work Hours}} \right]$$

4. The AdCOST shall be 125% or 1.25 of **HR** on a scheduled workday to include days with declared work suspension. It shall be 150% or 1.5 of **HR** on a rest day or scheduled day off, holiday, or special non-working day.
5. The total AdCOST for a month for a COS worker on full-time contract, **AdCOST**, shall be computed based on the following formula:

$$AdCOST = 1.25 (HR) (N_1 \text{ TOTAL}) + 1.5 (HR) (N_2 \text{ TOTAL})$$

To simplify the formula:

$$AdCOST = HR [1.25 (N_1 \text{ TOTAL}) + 1.5 (N_2 \text{ TOTAL})]$$

To illustrate the computation:

An SG-8 COS worker rendered extra service of 20 work hours for regular work days, N_1 , and 24 work hours during rest days or scheduled day-off, holidays and special non-working days, N_2 , for the month of June 2021 with monthly salary of P 18,251.00.

$$\begin{aligned} AdCOST &= HR [1.25 (N_1 \text{ TOTAL}) + 1.5 (N_2 \text{ TOTAL})] \\ &= P103.69[(1.25 \times 20) + (1.5 \times 24)] \\ &= P2,592.25 + P3,732.84 \\ &= P6,325.09 \end{aligned}$$

b. Compensation through COC

1. Compensation through COC of extra services shall be due to the following:

1.1 Late in coming for duty on the start of his/her workday

- 1.2 Extra hour rendered is below the minimum of 2 hours
- 1.3 Accumulation of extra hour with at least one (1) hour in a week
- 1.4 Extra hours rendered beyond the twelve (12) hours allowable monetary claim in a day during weekends and holidays
- 1.5 Excess from 50% annual allowable AdCOST Pay
- 1.6 Excess from AdCOST budgetary allocation for the specific month
- 1.7 If the COS worker opted to claim the extra services as COC (as shown in Annex C)

2. The COC is expressed in number of hours, computed as follows:

For Extra services rendered on weekdays, suspensions and/or scheduled work days:

$$\text{COC} = \text{number of hours of extra services} \times 1.0$$

For Extra services rendered on weekends, holidays or scheduled day-off:

$$\text{COC} = \text{number of hours of extra services} \times 1.5$$

- 3. The COCs earned and issued to the COS worker shall by no means be converted to monetary / AdCOST.
- 4. The COCs shall be availed as time-off within a year or based on agreement as stipulated in the MOA between the Department and the COS Worker, whichever comes first, starting from the succeeding month it is earned. Thereafter, any unutilized COCs are deemed forfeited.
- 5. COS workers may accrue not more than forty (40) hours of COCs in a month. In no instance, however, shall the unexpended balance exceed one hundred twenty hours (120) hours.

c. Administrative Procedures

1. Claims for extra services compensation shall be supported by the following documents, in the following sets:

Document required	No. of copies ²		
	Pay	CDO	Pay & CDO
Certified Copy of the duly approved DTR³ as submitted for COS payroll (example in CO, DTRs for 1-15 and 16-end of the month for the same AdCOST period being claimed)	1 CTC	1 CTC	1 CTC

² CTC = certified true copy; ORIG = originally signed copy

³ No time-in/out entries on DTR during lunch breaks are considered half-day duty, hence, COS/JO worker cannot claim for extra services compensation, either monetary or through COC, for that day.

Manual/handwritten entries without countersign of the immediate supervisor and/or authorized signatory will not be included in the computation of extra services.

Supporting documents to DTR:			
Certification of Early Duty for those covered by Item F.g (ANNEX A) signed by the official who required the same	1 ORIG	1 ORIG	1 ORIG 1 CTC
Locator Slip or Certificate of Appearance or logbook , whichever is applicable (to support DTR manual entries i.e. "OB", "Travel", "Please see attachment")	1 CTC	1 CTC	2 CTC
Plotted/Modified Schedule (if applicable)	1 CTC	1 CTC	2 CTC
Memorandum authorizing or confirming extra services rendered/to be rendered (Memorandum of Authority/Confirmation) stating the necessity and urgency of the work to be done, extra work program and duration of extra work (template and sample attached as ANNEX B)	1 CTC	1 CTC	2 CTC
STATEMENT OF SPECIFIC WORK ACCOMPLISHED DURING EXTRA SERVICES – template and sample attached as ANNEX C (whichever is applicable)	1 ORIG	1 ORIG	1 ORIG, 1 CTC
For Drivers with Daily Trip Ticket wherein specific days allowed for Extra Services must be duly initialed by the immediate supervisor with "Allowed for Extra Service" notation on STANDBY DUTY .	1 CTC	1 CTC	2 CTC

1.1 Failure to have the Memorandum of Authority/Confirmation of Extra services rendered approved within the timeline set in item **I.c.1.2** shall mean automatic disapproval of the request. However, in meritorious cases, request for exemption may be allowed, with sufficient

justification, which will be requested by the Head of O/B/S/SP/FO for approval of the Secretary.

1.2 The **Memorandum of Authority/Confirmation** shall be approved by authorized official in accordance with the existing manual of delegation of authority, until the end of the immediately succeeding month only (*i.e. August 2020 extra services claims must be approved not later than September 30, 2020*). The same shall indicate the names of personnel, the purpose or expected outputs and the specific period of such services. The Subject of the Memorandum shall be "Request for Authority to Render Extra Service/s" if approved prior or within the month of Extra services, or "Request for Confirmation of Authority to Render Extra Service/s" if the approval is within the immediately succeeding month.

1.3 Statement of Specific Work Accomplished during Extra Services Rendered indicating the specific time (duration) of extra hours, duly signed by the COS worker and immediate supervisor who should be DC/Designated DC or equivalent level and above.

1.4 Following observations that most of the submitted claims are not duly or properly accomplished by claimants, COS who submitted his/her AdCOST claims within the deadline set forth in **Item I.c.2 to I.c.3** of this AO, **but with incomplete or inaccurate documents or data**, will not be included on the 1st or 2nd batch of payroll but will be processed as 3rd batch which may be processed together with the batch of payrolls of the succeeding month or after those who submitted **complete and correct documents to support claims** are processed. This is to encourage due diligence in submitting claims to avoid any probable audit observations in the future.

2. The deadline of filing/submission of claims for Extra services rendered on a particular month, shall be as follows, for operational efficiency:

Particular	Deadline	Example
Monetary (AdCOST)	Every 15 th of the succeeding month or on the immediately following working day should the 15 th falls on a Saturday, Sunday or Holiday (SSH)	claims for AdCOST in January 2021, must be filed/submitted to PAD not later than February 15, 2021
Non-monetary (COC)	On the last day of the third month after the period of rendition or on the immediately following working day should the last day of the 3 rd month falls on a	Claims for non-monetary compensation of extra services in April 2021, must be filed/submitted to PAD not later than August 2, 2021 considering that July 31, 2021 is a Saturday

	Saturday, Sunday or Holiday (SSH)	
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3. Should the COS worker be on **continuous travel outside Metro Manila or outside of the geographical region or province where the office is located** within the deadline of submission and therefore will not be able to submit requests for monetary claims of extra services rendered, the COS worker shall be given five (5) working days upon return to office to submit a request for consideration noted by the head of the O/B/S/SP/FO, attached the request for monetary claims with complete supporting documents, and a copy of the Memorandum of Authority/Confirmation and Certificate of Appearance as proof of said travel. **Except on this**, extra services claims submitted beyond the said deadlines shall no longer be considered for the compensation indicated.
4. Batch preparation of payrolls for monetary extra services claims for every period/month shall be in place, as follows:

Payroll Batch	Period of submission
1 st Batch	1 st to 8 th day of the month, or the immediately following working day should the 8 th falls on SSH
2 nd Batch	9 th to 15 th day of the month, , or the immediately following working day should the 15 th falls on SSH
3 rd Batch	Those who submitted within the period of submission but with incomplete or incorrect supporting documents

Should be deemed necessary, the FOs may adopt their own AdCOST payroll schedule. The FO shall submit a request with justification to PAD for review and onward recommending approval to the Head of the Agency.

5. The Personnel Administration Division (PAD) in the Central Office or the Personnel Section/its equivalent in the Field Office shall be in-charge of the computation of extra hours rendered.
6. The authorized official in accordance with the updated Manual of Delegation and Delineation of Authority shall:
 - 6.1 Approve requests for authority to render extra services, or requests of confirmation of extra services rendered.
 - 6.2 Be held responsible for the proper implementation of the provisions of this AO. They shall be held administratively, civilly, and/or criminally liable, as the case may be, for any AdCOST payment not in accordance with existing laws and rules without prejudice to the refund by the COS workers concerned of any unauthorized or excess payments.
7. Cases not covered by this AO shall be submitted to the Office of the Undersecretary for GASSG for resolution.

J. Flexibility Granted to Head of O/B/S/SP/FOs

The Heads of O/B/S/SP/FOs are granted the following flexibilities subject to the conditions and limitations prescribed in this AO:

- a. Determination of the priority activities that may warrant rendition of extra services and the timing and duration thereof;
- b. Determination of personnel who may be authorized to render extra services; and
- c. Determination of number of hours of extra services and the manner of compensation for such services pursuant to **Items I.a and I.b** of this AO.
- d. Implementation of internal control measures to ensure that rendition of extra service is necessary and the tasks were accomplished accordingly.

K. Fund Source

The monetary claim shall be charged against the following sources under the Maintenance and Other Operating Expenses (MOOE):

- a. The amount specifically appropriated in the agency budget for payment of extra services, if any;
- b. Available agency savings, subject to existing rules and regulations on the use of savings;
- c. Other fund sources authorized under existing laws, rules and regulations.

L. Repealing Clause

Previous issuances of the Department which are inconsistent with this AO are deemed repealed or modified accordingly.

M. Effectivity

This AO shall take effect immediately upon issuance and shall continue to be in force until it is revoked.



ROLANDO JOSELITO D. BAUTISTA

Secretary

Date: NOV 17 2021

Cert. True Copy:

11 9 NOV 2021

MYRNA H. REYES

OIC-Division Chief

Records and Archives Mgt. Div.

CERTIFICATION OF EARLY DUTY

This is to certify that the following time entries of (FULL NAME), position of the office, as reflected on his/her Daily Time Record (DTR) for the month of (month), (year) is approved for early time-in:

DATE	DAY OF THE WEEK	TIME-IN	TIME-OUT

This certification is being made to support the regular/excess working hours rendered by the above-mentioned staff.

SIGNATURE OVER PRINTED NAME OF OFFICIAL WHO REQUIRED THE EARLY DUTY
Position, Office

CERTIFICATION OF EARLY DUTY

This is to certify that the following time entries of (JUAN DELA CRUZ), Administrative Aide IV of the General Services Division, as reflected on his/her Daily Time Record (DTR) for the month of (August), (2020) is approved for early time-in.

DATE	DAY OF THE WEEK	TIME-IN	TIME-OUT
August 18, 2020	Tuesday	12:32 AM	4:00 PM
August 28, 2020	Friday	1:19 AM	6:00 PM

This certification is being made to support the regular/excess working hours rendered by the above-mentioned staff.

JUANA DC. FILIPINAS
Director IV, Administrative Service

ANNEX B

MEMORANDUM

FOR : DESIGNATION AND NAME OF AUTHORIZED OFFICIAL TO APPROVE OT BASED ON DELEGATION OF AUTHORITY OFFICE

SUBJECT : REQUEST FOR AUTHORITY TO RENDER EXTRA SERVICES

DATE : 5 AUGUST 2020

In the exigency of the service, we are respectfully requesting authority for the following Contract of Service (COS) Workers of _____(office)_____ to render extra services for the period AUGUST 1 TO 31, 2020:

No.	Name of Staff	Designation/Position	Nature of Overtime
1	COS 1	Administrative Assistant II	To assist in the encoding of data
2	COS 2	Administrative Officer II	To review data encoded by ADAS II
3	COS 3	Administrative Assistant II	To assist in the encoding of data

Attached is the matrix of budgetary requirement/fund source for the payment of extra services of said staff for the given period. *(note: inclusion of this is subject to the terms of the delegation and delineation of authority– remove note when printing)*

The extra services to be rendered by the above-named COS Workers shall be compensated through Compensatory Time Off (CTO), or monetary compensation if the application of CTO will adversely affect the operations of the office, pursuant to existing guidelines and regulations, subject to availability of funds and pertinent budgetary, accounting and auditing rules and procedures.

PRINTED NAME

Division Chief/Head of Division/Unit

Recommending Approval as to funding *(note: inclusion of this is subject to the terms of the delegation and delineation of authority– remove note when printing):*

PRINTED NAME

Chief, Budget Division

Approved/Disapproved:

NAME OF AUTHORIZED OFFICIAL TO APPROVE OT BASED ON DELEGATION OF AUTHORITY

Designation

guide note: the approving authority may choose the form of compensation as: monetary or CDC, or monetary only, or CDC only. If for CDC only, there is no need for the matrix of budgetary requirement/fund source (remove when printing)

ANNEX B

MEMORANDUM

FOR : DESIGNATION AND NAME OF AUTHORIZED OFFICIAL TO APPROVE OT BASED ON DELEGATION OF AUTHORITY OFFICE

SUBJECT : REQUEST FOR CONFIRMATION OF AUTHORITY TO RENDER EXTRA SERVICES

DATE : 5 SEPTEMBER 2020

In the exigency of the service, we are respectfully requesting authority for the following Contract of Service (COS) Workers of ___(office)___ to render extra services for the period AUGUST 1 TO 31, 2020:

No.	Name of Staff	Designation/Position	Nature of Overtime
1	Juan Dela Cruz	Administrative Assistant II	To assist in the encoding of data
2	Juana Cruz	Administrative Officer II	To review data encoded by ADAS II
3	John De Cruz	Administrative Assistant II	To assist in the encoding of data

Attached is the matrix of budgetary requirement/fund source for the payment of extra services of said staff for the given period. (note: inclusion of this is subject to the terms of the delegation and delineation of authority– remove note when printing)

The extra services rendered by the above-named COS Workers shall be compensated through Compensatory Time Off (CTO), or monetary compensation if the application of CTO will adversely affect the operations of the office, pursuant to existing guidelines and regulations, subject to availability of funds and pertinent budgetary, accounting and auditing rules and procedures.

PRINTED NAME

Division Chief/Head of Division/Unit

Recommending Approval as to funding (note: inclusion of this is subject to the terms of the delegation and delineation of authority– remove note when printing):

PRINTED NAME

Chief, Budget Division

Approved/Disapproved:

NAME OF AUTHORIZED OFFICIAL TO APPROVE OT BASED ON DELEGATION OF AUTHORITY

Designation

guide note: the approving authority may choose the form of compensation as: monetary or COC, or monetary only, or COC only. If for COC only, there is no need for the matrix of budgetary requirement/fund source (remove when printing)

BUDGETARY REQUIREMENT FOR THE PAYMENT OF OVERTIME SERVICES
OF _____ (OFFICE) _____ STAFF
for the Period _____

The equivalent monetary compensation of the extra services to be rendered by the following _____ (office) _____ memorandum of Agreement (MOA) Workers shall be charged under the allotment opposite their names and shall not exceed the amount as stated below:

No.	Name of Staff	Designation/Position	Amount	Fund Source
1	MOA 1	Administrative Assistant II	P 1,234.56	GASS
2	MOA 2	Administrative Officer II	P 9,876.54	PANTAWID
3	MOA 3	Administrative Assistant II	P 5,432.10	KC-NCDDP

Prepared by:

Noted by:

SIGNATURE OVER PRINTED NAME
Position, Office

PRINTED NAME
Division Chief/Head of Division/Unit

STATEMENT OF SPECIFIC WORK ACCOMPLISHED DURING EXTRA SERVICES RENDERED
 For the Period MMMMMM DD to DD, YYYY

Date		Time (Duration)		Specific Work Accomplished	Authorized to claim for (please select one)			REMARKS
DAY	DAY OF THE WEEK	FROM	TO		ES PAY	COC	ES PAY and COC	

Accomplished by:

SIGNATURE OVER PRINTED NAME/ POSITION
 Office: _____

The above having been incurred under my authority in the interest of the public service and the charge being just and reasonable, as verily believable.

The monetary compensation requested, cannot be compensated through COC because the availment thereof will adversely affect the operations of the O/B/S/SP/FO.

SIGNATURE OVER PRINTED NAME OF SUPERVISOR
 POSITION, OFFICE

Legend:

- Date = specific date/day when a particular extra service was rendered
- Time = duration of extra service during the day, indicating the start/end of Extra Service
- Specific work Accomplished = situations/work load that give rise to extra service
- Immediate Supervisor=should be Division Chief/designated Division Chief or equivalent level and above

Note: Certifying Officer should have direct knowledge of the specific work cited and shall be administratively liable for any misrepresentation.

STATEMENT OF SPECIFIC WORK ACCOMPLISHED DURING EXTRA SERVICES RENDERED
For the Period AUGUST 1 to 31, 2020

Date		Time (Duration)		Specific Work Accomplished	Authorized to claim for (please select one)			REMARKS
DAY	DAY OF THE WEEK	FROM	TO		ES PAY	COC	ES PAY and COC	
05	WED (holiday)	8:40 AM	4:40 PM	Assisted in the encoding of data				3 HRS FOR COC, THE REST ES PAY
13	THU	5:44 PM	8:48 PM	Assisted in the encoding of data				
23	SUN	2:41 PM	5:00 PM	DSWD Anniversary Preparation				

Accomplished by:

JUAN F. DELA CRUZ/ ADAS III
Office: FISCAL DIVISION

The above having been incurred under my authority in the interest of the public service and the charge being just and reasonable, as verily believable.

The monetary compensation requested, cannot be compensated through COC because the ~~availability~~ thereof will adversely affect the operations of the O/B/S/SP/FO.

JUANA DC. FILIPINAS
DIVISION CHIEF, FISCAL DIVISION

Legend:

- Date = specific date/day when a particular extra service was rendered
- Time = duration of extra service during the day, indicating the start/end of Extra Service
- Specific work Accomplished = situations/work load that give rise to extra service
- Immediate Supervisor=should be Division Chief/designated Division Chief or equivalent level and above

Note: Certifying Officer should have direct knowledge of the specific work cited and shall be administratively liable for any misrepresentation.