



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

June 21, 2024

DIVISION MEMORANDUM
No. **367**, s. 2024

**REITERATION OF PROCESS AND REQUIREMENTS FOR THE GRANT OF
COMPENSATORY OVERTIME CREDIT (COC) AND AVAILMENT OF
COMPENSATORY TIME-OFF (CTO) TO NON-TEACHING PERSONNEL**

To: Division Unit Heads
Elementary and Secondary Public School Heads
Non-Teaching Personnel
All Others Concerned

1. This Office reiterates the requirements and process of the grant of Compensatory Overtime Credit (COC) and availment of Compensatory Time-Off (CTO) aligned with Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 and Joint Circular No. 2-A, s. 2005, to wit:

Requirements for the Grant of COC

- a. Approved Authority to Render Overtime Services;
 - b. Duly accomplished and approved DTR;
 - c. Accomplishment Report noted by the immediate supervisor;
 - d. Certification from the Accounting Unit of no travel reimbursement claim on the days applied for COC for those on official travel, excluding travel time (to and from the venue).
 - *This certification shall be prepared and duly initialed by the AO2 or School Head in the absence of an AO2 of the school, to be signed by the Division Accountant II.*
 - e. Certification from the Division HRMO of no late/tardy on regular workdays
 - *This certification shall be prepared and duly initialed by the AO2 or School Head in the absence of an AO2 of the school. A copy of the DTR will be attached.*
- ❖ All templates may be downloaded through this link: <https://bit.ly/pampCOCforms>

Process for the Approval of COC

1. The employee concerned shall seek approval of the Authority to Render Overtime Services before the scheduled date/s of overtime from the Schools Division Superintendent;
2. Submit the above complete requirements to the Administrative Office for processing within a month after the rendition of OT service;
3. The Administrative Office shall:
 - 3.1 Check and verify the completeness of the submitted documents;
 - 3.2 Compute the number of hours based on the formula below:



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- COC = number of hours of overtime services x 1.0
(for overtime services rendered on weekdays or scheduled work days)
- COC = number of hours of overtime services x 1.5
(for overtime services rendered on weekends, holidays, or scheduled days off)

3.3 Prepare the Certificate of Compensatory Overtime Credit Earned

3.4 Release the Certificate of COC Earned to the concerned employee/s through the Records Unit.

2. The following are the authorized activities for overtime services:

- a) completion of infrastructure and other projects with set deadlines when, due to unforeseen events, the deadline cannot be met without resorting to overtime work;
- b) relief, rehabilitation, reconstruction, and other related work services during calamities and disasters;
- c) work related to school graduation/registration where the additional work cannot be handled by existing personnel during regular working hours;
- d) work involving the preparation for and administration of government examinations, including the prompt correction and release of results thereof where existing personnel are not adequate to handle such work during regular working hours;
- e) seasonal work such as budget preparation and rendition of annual reports to meet scheduled deadlines;
- f) preparation of special/financial/accountability reports required occasionally by central monitoring agencies like the Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management, and National Economic and Development Authority;
- g) the provision of essential public services during emergency situations, such as power and energy, water distribution and control of basic staples, communication and transportation, medical and health services, peace and order, and security;
- h) implementation of special programs/projects embodied in Presidential directives and authorizations and with specific dates to complete, which are in addition to the regular duties of the employee;
- i) legal services to facilitate the dissolution of cases/resolutions/decisions;
- j) services rendered by drivers and immediate staff of officials when required to keep the same working hours as their superiors; and
- k) other activities may be determined by the head of the agency.

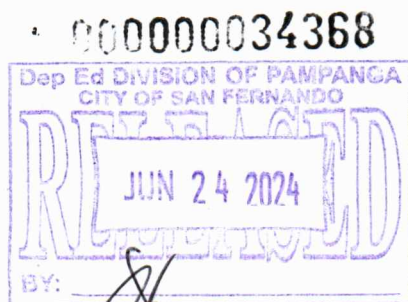


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3. **The request for issuance of COC must be submitted to the Administrative Office within one (1) month from which overtime services were rendered. Late submissions will result in the disapproval of COC requests.**
4. Each employee may accrue not more than forty (40) hours of COCs in a month. In no instance, however, shall the unexpended balance exceed one hundred twenty (120) hours. The COC earned is valid for one (1) year from the date of the approval up to the first anniversary of the rendition of overtime services.
5. The COCs shall be used as time off within the year are earned until the immediately succeeding year. Thereafter, any unutilized COCs are deemed forfeited.
6. COCs shall not be granted for services rendered without previous authority. The COCs cannot be used to offset undertime/s or tardiness incurred by the employee. COCs are non-cumulative and will not be added to the employee's regular leave credits.
7. For information, guidance, and strict compliance.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

AOAS/06-36-24





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CERTIFICATION OF NO LATE/TARDY ON REGULAR WORK DAYS

To Whom It May Concern:

This is to certify that **[Employee's Full Name]**, currently holding the position of **[Employee's Position]** at **[Name of School/Office]**, has maintained a record of punctuality. Based on the records from our attendance monitoring system, [he/she] has no instances of late arrivals or tardiness on regular work days for the period from **[Start Date]** to **[End Date]**.

This certification is issued upon the request of **[Employee's Full Name]** for whatever legal purpose it may serve.

Issued this **[day]** day of **[month]**, **[year]** at the Schools Division of Pampanga, Department of Education, Republic of the Philippines.

DEXTER E. PANGILINAN
HRMO II

Certificate of COC Earned

This certificate entitles the following personnel to Compensatory Overtime Credits (COC), to wit:

STATION	NAME OF EMPLOYEE/S	POSITION	NO. OF HOURS	NO. OF DAYS

Romeo M. Alip, PhD, CESO V
Schools Division Superintendent

Date Issued:
Valid Until:

TO BE FILLED UP BY DIVISION PERSONNEL OFFICER

COC Balance Card

No. of Hrs. of Earned COCs/ Beginning Balance	Date of CTO	Used COCs	Remaining COCs	Remarks

Approved by:

Romeo M. Alip, PhD, CESO V
Schools Division Superintendent

Date: _____

Claimed:

Dexter E. Pangilinan
HRMO II

Date: _____



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(Name of School)
(School Address)
School Year _____

TITLE OF THE ACTIVITY
DAILY/ ACCOMPLISHMENT REPORT

Instruction: List down all the activities that need to be undertaken for each day of the (activity title and cite the official issuance/order as basis of the conduct of the activity). At the end of each day, please mark the appropriate column corresponding to each activity's status. Cite reasons for non-completion.

Activity/ies	Date/Day	STATUS			REMARKS/RECOMMENDATIONS
		Completed	Started but not yet completed	Not done	
	Jan. 3, 2024 – Day 1	✓			Activity for the day was completed with MOVs that can be viewed
	Jan. 4, 2024 – Day 2		✓		Activity for the 2 nd day was started, completion will be at 100% in the succeeding days.
	Jan. 5, 2024 – Day 3			✓	Activity was reschedule to another date.

Prepared by:

Noted by:

Program Implementation Committee Chair/Member

School Head

Date Prepared: _____



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NAME OF DISTRICT
School Name
Address

Date _____

Office Order No. _____, s. _____

(Office Order No. shall be assigned by the AOV. Delete this text before printing)

To: (Name of Requesting Personnel, or Name of Requesting Personnel, et al.)
 Position
 School
 District/Cluster

(Attached is a List of Personnel with their Complete Name, Position, and District/Cluster if more than one employee requests from the same school. Delete this text before printing)

AUTHORITY TO RENDER OVERTIME SERVICES

1. In the exigency of the service, the above-listed employee is/ are hereby ordered to work overtime for the period (Date/s) from (time) in order to (reason/s).

2. Employee/s concerned is/are entitled to claim Compensatory Overtime Credit (COC) for the services rendered as per CSC DBM Joint Circular No. 2, s. 2004 and CSC DBM Joint Circular No. 2-A, s. 2005.

(For Non-Monetary Remuneration for Overtime Services. Delete this text before printing)

2. For the payment of overtime services, the following internal guidelines shall be observed in accordance with the provisions of Joint Circular No. 1, s. 2015 of the CSC and DBM and DepEd Order No. 30, s. 2016, dated May 19, s. 2016, titled "Policies and Guidelines on Overtime Services and Payment in the Department of Education," and DepEd Order No. 005. s. 2019, titled "Amendments to DepEd Order No. 30, s. 2016 (Policies and Guidelines on Overtime Services and Payment in the Department of Education)".

(For Monetary Remuneration for Overtime Services. Delete this text before printing)

- a. The overtime services to be rendered by an employee during regular work days in excess of the eight-hour work schedule shall be at least two (2) hours and shall be until 9:00 pm only except in the case of duly authorized overnight OT service and of services rendered by drivers;
- b. Those rendered during Saturdays, Sundays, and holidays or non-working days to start at 8:00 am up to 5:00 pm;
- c. The following breaks shall be observed during OT services:

Regular Days/Weekdays	Weekends/Holidays
One (1) hour dinner break	Lunch break: 12:00 nn to 1:00 pm

- d. Rendering overnight OT services shall be resorted to only when extremely necessary. No employee shall be allowed to render overnight



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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NAME OF DISTRICT
School Name
Address

service for more than two (2) consecutive nights for health reasons and to ensure employee productivity;

- e. To ensure that employees are rendering OT services because of urgent or additional work, and not to compensate absences, tardiness, or undertime, an employee shall not be allowed to render OT services with pay if he or she has reported late/tardy on regular work days. In this case, an employee may render OT services, but they will not be compensated for such services either through monetary pay or CTO; and
- f. Claims for payment of OT services rendered shall be supported by the following:
- Duly approved Request for Authority to Render OT Services
 - Daily Time Records (DTR)
 - Individual Accomplishment Report for the actual work done during OT

3. For your information, guidance, and compliance.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent