

OFFICE OF THE EXECUTIVE DIRECTOR

November 26, 2018

Administrative Order No. 271-D
Series of 2018

TO: The PCAARRD Directorate and Staff

FROM: REYNALDO V. EBORA
Acting Executive Director

SUBJECT: Clarification of the Guidelines on Overtime Services, Availment of Compensatory Time-Off (CTO), Use of Pass Slips and Requirement of Neuro-Psychiatric Test (NPT) as per Revised Omnibus Rules on Appointment and Other Human Resources Actions (ORAOHRA)

In view of the clarifications made during the Orientation on the Revised Omnibus Rules on Appointment and Other Human Resources Actions (ORAOHRA) on October 18-19, 2018, the Directors' Council, in its Special Meeting on October 23, 2018 has adopted the following decisions on overtime services (OT), compensatory time-off (CTO), use of pass slips and neuro-psychiatric test (NPT):

Overtime Services

1. Rendering of overtime services may be authorized for the following activities:
 - a. Completion of infrastructure and other projects with set deadline when due to unforeseen events the deadlines cannot be met without resorting to overtime work;
 - b. Relief, rehabilitation, reconstruction and other related work services during calamities and disasters;
 - c. Seasonal work such as budget preparation and rendition of annual reports to meet scheduled deadlines;
 - d. Preparation of special/financial/accountability reports required occasionally by central monitoring agencies like the Congress, Office of the President, Commission of Audit, Department of Budget and Management and the National Economic and Development Authority;
 - e. Implementation of special programs, projects embodied in the Presidential directives and authorization and with specific dates for completions, which are in addition to the regular duties of the employees;
 - f. Services rendered by drivers and other immediate staff of officials when required to keep the same working hours as their superiors; and
 - g. Such other activities as may be determined by the head of agency or Division Director.

2. The Division Director must see to it that employees shall only be allowed to render overtime services for activities that are necessary and urgent. Rendering of overtime services for activities related to special projects shall be minimized. Special projects refer to GIA-funded projects implemented by outside agencies but being monitored by PCAARRD.
3. Employees who are on leave during the regular working week shall not be entitled to render overtime services.
4. Requests for overtime services should be filed using the revised Order to Render Overtime Services (Annex 1). No overtime work shall be rendered without the signed approval of Agency Head or Division Director.
5. Employees can avail of the Compensatory Time-Off (CTO) as per CSC-DBM Joint Circular No. 2 dated October 4, 2004, if approved by the Division Director, as indicated in the OT form.

Compensatory Time-Off (CTO)

1. Each employee may accrue not more than forty (40) hours Compensatory Overtime Credits (COCs) in a month. In no instance shall the unused balance exceed 120 hours.
2. The CTO may be availed for either half-day or full day leave of absence. It may be used continuously up to a maximum of five (5) days consecutive per single availment or on a staggered basis within the year.
3. The application for CTO should be filed in advance (at least a day before the CTO) and subject to clearance by FAD-Personnel prior to approval of the Executive Director/ Authorized Official. This is to ensure adequacy of accumulated overtime hours for the CTO being availed.
4. The management shall accommodate, to the extent possible, all applications for availment of CTO at the time requested by the employee. However, in the exigency of service, the availment of CTO may be recalled and subsequently rescheduled within the year.

Pass Slip

1. In general, all activities to be conducted out of the office should have an approved Travel Order (TO).
2. Pass Slip can be used in lieu of Travel Order for out-of-office activities within Los Baños area, whether for official or personal purposes. However, a Pass Slip needs to be approved prior to leaving the office.
3. Employees should properly indicate the time (out and in) in the Pass Slip (Annex 2) to be certified by the Lobby Guard-on-Duty. Accomplished Pass Slip should be submitted to FAD-Personnel.
4. Regardless of duration, time involved for personal passes shall be deducted from the employee's vacation leave (VL) credits or from his/her salary in case VL credit is no longer available.


All other provisions of PCARRD AO No. 205 dated December 20, 2004 and PCARRD AO No. 149 dated August 24, 2005 on overtime services and availment of Compensatory Time-Off (CTO) and other issuances related to the use of the Pass Slip which are inconsistent with the above are hereby superseded.

Neuro-Psychiatric Test


Since the Neuro-Psychiatric Test (NPT) is an optional requirement for recruitment and after weighing the advantages and disadvantages of the NPT, it will no longer be required to both internal and external applicants.

For your guidance and strict compliance.

Att.: Annex 1 - Revised Order to Render Overtime Services Form
 Annex 2 – Pass Slip Form

		PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARRD) Paseo de Valmayor, Los Baños, Laguna	
		PASS SLIP FORM	
Name		Control No.	
Position			
Division		Date of Filing	
Destination	Appearance Certified by: Name/Signature _____ <div style="text-align: right;">SIGNATURE OVER PRINTED NAME</div>		
Purpose:	Office _____ Date _____ Summary of Accomplishment: _____ Noted: _____ <div style="display: flex; justify-content: space-between;"> <div> Approved: Date : _____ Official : _____ Personal : _____ _____ Division Director </div> <div> _____ Division Director </div> </div>		
Date/ Time Out:	Date _____ Summary of Accomplishment: _____ Noted: _____ <div style="display: flex; justify-content: space-between;"> <div> Approved: Date : _____ Official : _____ Personal : _____ _____ Division Director </div> <div> _____ Division Director </div> </div>		
Note: Please accomplish 2 copies: 1st copy - Personnel, 2nd copy - Requestor To be filled before the inclusive date or time-out		IST COPY	
CERTIFIED CORRECT BY: Guard-on Duty: _____ Date: Time In : _____		FOR PERSONNEL SECTION ONLY: Received by: _____ Date/Time: _____	

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Republic of the Philippines
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL
RESOURCES RESEARCH AND DEVELOPMENT
Paseo de Valmayor
Los Baños, Laguna

ORDER TO RENDER OVERTIME SERVICES

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