



Republic of the Philippines
Office of the President
NATIONAL IRRIGATION ADMINISTRATION
ALBAY-CATANDUANES IRRIGATION MANAGEMENT OFFICE



ACTING IMO MANAGER'S
OFFICE

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____ Ringad, EN
____ Salem, ML

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____ Balondo, SA
____ Calpe, AB
____ Dedase, LO
____ Nacario, RS
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____ Almiñana, KAL
____ Azutea, MCN
____ Bonapos, Reese P.
____ Cullat, IC
____ Dinglasan, BFR
____ Lontac, CLB Jr.
____ Lopez, AM
____ Nayve, NM
____ Orogo, MDO
____ Pagal, DRP

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____ Delgado, AJM
____ Manlangit, VM
____ Alvarez, MCR
____ Cañutal, EMF
____ Mariñas, RL
____ Mayor, DMC
____ Papa, JPR
____ Robas, MB
____ Roda, AJB

ENGINEERING SECTION

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____ Clariño, RO
____ Completo, JB
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____ Eusebio, WP
____ Lanuzo, RB
____ Nash, NB
____ Olaviaga, JO
____ Paraiso, RA
____ Rastrullo, CM
____ Rebadajo, DA
____ Renon, RC
____ Resentes, RR
____ Roncesvalles, JP
____ Aycardo RGC
____ Banga, ANB
____ Cables, JPB
____ Calabines, LKA
____ Capino, HD
____ Concepcion, DR
____ Dagumboy, FV
____ Dayupay, JR
____ Dolz, JA
____ Gestiaada, FS
____ Juarez, FB Jr.
____ Juarez, JAD
____ Lleva, RA
____ Manlangit, GDM
____ Marbella, MCR
____ Matocinos, HO
____ Moral, J
____ Nasol, CFB
____ Navarro, MRQ
____ Ocampo, GM
____ Olivera, LMB
____ Oraye, NB Jr.
____ Peligan, EJ
____ Peligan, SP
____ Pepaño, RB
____ Petilla, C
____ Polidario, HP
____ Polidario, RP
____ Portuguez, AS
____ Propogo, LP
____ Rebata, PJM
____ Salire, MDC
____ Sarion, JAR
____ Siguenza, JA
____ Vilar, DP

Office Memorandum No. ADM 022 series 2025

TO : **ALL CONCERNED EMPLOYEES**
SUBJECT : **RENDITION OF OVERTIME SERVICES**

You are hereby directed to strictly abide by the guidelines on the rendition of the overtime services reference to the NIA Memorandum Circular No. 28 s. 2023 pursuant to CSC and DBM Joint Circular No. 1 series of 2015 dated November 25, 2015 which later on renumbered as CSC-DBM Joint Circular No. 2 series of 2015.

As stated therein:

1. The rendition of overtime services 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 pose negative effect to the circumstances delineated in MC No. 28;
2. The period of overtime services in a workday shall be rendered beyond the regular eight (8) work hours or forty (40) hours a week, and those rendered on weekends, holidays, special non-working holidays and work suspensions, both exclusive of time for lunch, subject to the limitations set forth in the same MC;
3. The overtime pay shall be 125% or 1.25 of the per minute rate (MR) on a scheduled workday to include days with declared work suspension. It shall be 150% or 1.5 of MR on weekend, holiday, or special non-working day.

Further, **limitations on overtime services and overtime pay** are as follow:

1. Only employees who arrive on or before the start of the workday shall be allowed to render overtime services with monetary compensation, provided that at least **two (2) hours** of overtime services are **rendered for the day**;
2. Employees who **incurred tardiness and/or undertime is not allowed to render overtime services on that particular day**. In the same manner, employees who **incurred tardiness, undertime and absences for the week are not allowed to render overtime services during weekends and Holidays**;
3. For a regular workday, **one (1) hour break shall be observed for every three (3) hours of continuous overtime services regardless of the form of compensation and the overtime service starts at 06:01 PM onwards**;
4. During weekdays, overtime services rendered of an employee 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. On weekends or holidays, the time the employee is on personal business outside the office premises during the period of his/her overtime, shall be reduced from his overtime hours
5. Only a maximum of **twelve (12) hours of overtime services on weekends, holidays or special non-working day** shall be compensated either through monetary or CTO;
6. The **total overtime pay of an employee in a year shall not exceed 50% of his/her total basic salary for the year**

However, those who are **on travel status** either in related to the performance of official duties or for participation to trainings/seminars, conferences, workshops and the likes, either as participants or as member of the training team are **not authorized to render overtime services either in monetary or non-monetary compensation**.

Further, failure to possess approved authority to render overtime services and complete documentary requirements within the timeline shall mean automatic disapproval of the OS request, unless sufficiently justified.

For your information and STRICT COMPLIANCE.

ENGR. MARK CLOYD G. SO

Acting Division Manager / Date: March 19, 2025

OPERATIONS & MAINTENANCE SECTION

____ Balingasa, BP
____ Agripa, SH Jr.
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____ Berdin, IFP III
____ Dacillo, MB
____ Detera, DDL
____ Francia, AP
____ Lontac, CLB
____ Jacob, EJ
____ Nacario, JBS
____ Nate, MHS
____ Peñaflor, JB
____ Pongpong, CC
____ Pontillas, SA
____ Reodique, NS
____ Reyes, CR
____ Robledo, MA
____ Rull, AE
____ Agripa, JLM
____ Amados, JA
____ Aydalla, RC Jr.
____ Balingasa, AMD
____ Berzuela, JDC
____ Cellano JS
____ Jacob, GNJ
____ Mestiola, MA
____ Oli, SM
____ Paje, JKP
____ Pante, PJC
____ Peñañiel, JSM
____ Peralta, VJA
____ Polidario, MAP
____ Raposa, AS
____ Reodique, KCO
____ Viñas, RR

NIA CATANDUANES SUB-OFFICE

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____ Adelante, IP Jr
____ Alnas, MAT
____ Llave, RG Jr
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____ Tendenilla, EB
____ Beo, ER Jr.
____ Beo, JL
____ Briosos, JLA
____ Lumbao, JA
____ Manlangit, DZ
____ Melgar, F
____ Tapia, KM
____ Torio, JM

Administrative Section/MME

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