MEMORANDUM ORDER NO. 02
Series of 2009

GUIDELINES ON THE PAYMENT OF OVERTIME SERVICES FOR STAFF UNDER THE CASH DIVISION

In the interest of the service and pursuant to the Malacañang approval dated February 9, 2006 for payment of overtime services rendered by the POEA collecting officers, the following guidelines shall be observed:

1. COVERAGE

All collecting officers directly involved in the finalization of the necessary reports of collection for deposit on the first hour of the following day are entitled to claim overtime pay subject to availability of funds and pertinent budgetary, accounting and auditing rules and regulations.

2. POLICY

2.1 OT services are required due to the deadline set by the Bureau of Treasury which cannot be met without resorting to OT work.

2.1.1 Collecting officers are required to be at their post from 8:00 am to 5:00 pm and beyond, depending on the processing time of our operating units;

2.1.2 Collecting officers are required, after each actual collection, to finalized/balance their respective collections for remittance to the Chief Cashier;

2.1.3 The Chief Cashier or the Assistant Cashier is required to finalized/balance the total collection for the day and prepare the report of collection and deposit to be submitted to the Bureau of Treasury on the first hour of the next working day.
3. RESPONSIBILITIES

3.1 The Chief Cashier shall determine those collecting officers who shall render OT work which is basically due to the longer working time of the operating units;

3.2 The Chief Cashier should ensure that all services rendered in excess of the regular work hours are official in nature and were rendered in the interest of the service;

3.3 The Chief Cashier, in coordination with the HRDD, shall prepare the corresponding Special Order at the start of each year, identifying the collecting officers authorized to render OT services.

This guidelines shall likewise adopt those applicable conditions as stipulated in the Memorandum Order No. 6, Series of 2004 providing the POEA General Guidelines on the payment of overtime services.

Mandaluyong City, 27 January 2009.

JENNIFER JARDIN-MANALILI
Administrator