MEMORANDUM ORDER NO. 14
Series of 1995

Pursuant to the Department of Budget and Management’s (DBM) policy in the payment of overtime services, Section II, Item # 4 of Memorandum Order No. 7, s. 1995, which provides for the POEA Guidelines in the Payment of Overtime Services, is hereby amended to read as follows:

"4. For documentation purposes, respective Division Chiefs through the Branch Manager and Office Director concerned shall formally seek approval of the POEA Administrator authorizing its personnel to render overtime services at least three (3) days prior to the actual rendering of overtime stating the following information:

4.1 Specific purpose for rendering overtime services (justification);

4.2 Specific date as to when the project or work is expected to be completed;

4.3 Name/s of personnel to render overtime.

The authorization to render overtime services duly approved by the Administrator shall be submitted to the HRDD for records purposes. However, in the interest and exigency of the service and/or in cases when there are urgent matters to be attended to, unit heads may require employees to render extra hours of work without prior notification provided that the following conditions are satisfied:

a. That respective heads verbally inform the HRD Division of the unscheduled rendering of overtime services immediately;

b. That respective heads submit to the HRD Division the authorization to render overtime services duly approved/signed by the Administrator.
In no instance shall rendition of overtime services be authorized without the approval of the Administrator."

This amendment takes effect immediately.

09 June 1995

msp/isa‘95/amend

FELICISTMO O. JOSON, JR.
Administrator