Special Order No. 342
Series of 2002

In the interest of the service and pursuant to Memorandum Order Number 13, series of 2001, Mr. Manuel Ojena, Driver II, presently assigned to the Office of the Administrator and POEA Service vehicles is hereby authorized to claim overtime pay.

This authorization is subject to the usual Accounting and Auditing Rules and to the agency's availability of funds.

This order shall take effect immediately until further notice.

ROSALINDA DIMAPILAS BALDOZ
Administrator

28 November 2002
MEMORANDUM ORDER NO. 13
Series of 2001

In the interest of the service and in recognition of the valuable support of the drivers in rendering service after the regular office hours, the following guidelines on overtime service (OT) of drivers is hereby issued:

1. The following drivers may be authorized to render overtime service:
   a. Directorate drivers who are required to keep the same working hours as their superiors.
   b. Other drivers who are required to render service beyond regular office hours as the need arise.

Drivers assigned to the members of the Directorate shall, during waiting time, stay within the office of the officials to whom they are assigned and may assist in some routine tasks of said office. Drivers assigned to the service vehicles shall likewise, during waiting time, stay at GSPD and assist in the minor functions of the Division like messengerial and clerical chores.

2. Drivers shall record their time-out using the finger scan at the time they leave the office, which is considered the time OT work ends.

In cases when the drivers cannot register their time of departure, i.e., when the officials have appointments outside their permanent workstations, they shall indicate in their time card the time they left the said place and headed for the residence of the concerned official. An Official Business (OB) Form signed by the concerned official shall be submitted to the HRDD the day after the OT has been rendered.

The trips taking the official home or fetching the official from his residence, particularly those officials below Director IV level who are not entitled to a government vehicle as provided under Section 41 of the General Provisions of RA 8760, or the General Appropriations ACT of 2000, are not considered official business.

3. At the end of the month, the drivers shall submit their OT claim voucher to the Administrative Branch accompanied by the following documents:
   a. Daily time records showing the OT services rendered during the period bearing the initials of concerned officials for handwritten entries.
   b. Approved OT Authorization.

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c. Certified true reproduction copies of trip tickets.
d. Approved OB slips for uncalendared OTs.

4. The computation with some limitations of OT services shall be as follows:
   a. Entries in the time card shall be the bases of the total number of hours rendered.
   b. A 30-minutes break period from the regular time schedule shall be observed before the OT starts.
   c. Payment of overtime services should not be more than two (2) hours a day.
   d. OT rate is computed based on the monthly salary of the drivers provided the total OT pay for the year should not exceed 50% of their annual basic salary.

5. Funding source:
   a. The amount specifically appropriated in the Administration budget for OT pay.
   b. Savings from released allotments for current operating expenditures provided that all authorized mandatory expenses shall have been paid.

This Order shall take effect December 01, 2001, subject to the availability of funds and the usual accounting and auditing rules and regulations, notwithstanding the conditions set forth above.

[Signature]
ROSALINDA DIMAPILIS-BALDOZ
Administrator

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