Republic of the Philippines
CARAGA STATE UNIVERSITY
Ampayon, Butuan City 8600, Philippines
Competence Service Uprightness

BAGONG PILIPINAS

SOCOTEC ISO 9001

PAB ACCREDITED QMS CERTIFICATION BODY MSA - 005

REQUEST FOR OVERTIME

(Staff/Faculty)

Form DTR 4

Date of Filing: November 6, 2026 Office: Engineering

No	Name	Purpose	Deliverables	Status of Employment	Rate	Charged to:	Date / Time of Rendition
1	Ar. Kresia H. Sales						
2	Ar. Timothy P. Palero						
3	Louie Jay B. Sta. Iglesia						
4	Noribert G. Yong						

Note: *In the exigency of service, employees may be required to render services beyond regular work hours with the following conditions:*

1. *No CSU Personnel shall render overtime service without prior approval of overtime request, otherwise, service rendered will not be credited as with pay. In the instance of emergency or very urgent rendering of overtime service, without such will prejudice the concerned office and /or the University, the Request for Overtime shall be submitted within three (3) days from the actual rendering of the service with attached justification and documentation.*
2. *The rendition of overtime services shall be authorized only when extremely necessary and the nature of work is/are not part of the personnel's daily works nor be taken to cope up with the regular task/s left out due to absenteeism and/or tardiness.*
3. *As per **CSC-DBM Joint Circular No. 2, s. 2015**:*
   a. *Only employees who arrive on or before the start of the workday shall be allowed to render overtime work with pay, provided that at least 2 hours of overtime services are rendered.*
   b. *One-hour breaks shall be observed for breakfast, lunch, or supper and rest, and every 3 hours of continuous overtime service, or as may be necessary.*
   c. *Rendering overnight overtime service shall be resorted to only when extremely necessary. No employee shall be allowed to render overnight service for more than 2 consecutive nights, for health reasons and to ensure employee productivity.*
   d. *The period of overtime services shall not be used to offset undertime.*
   e. *Only a maximum of 12 hours of overtime services on a rest day or scheduled day off, holiday, or special non-working day, shall be compensated through Overtime Pay. Any excess over 12 hours shall be compensated through CTO.*
   f. *The total Overtime Pay of an employee in a year shall not exceed 50% of his/her total basic salary for the year.*
4. *To ensure that overtime services have been duly rendered, the following forms are to be submitted to the Office of the HRMS for crediting:*
   a. *Overtime Accomplishment Report or OAR;*
   b. *Means of Verification (MOV);*

F-HUM-001
Rev. 04, 09/11/202

Requested by:

SIGNATURE OVER PRINTED NAME
Position/Designation

Noted by:

Director, HRMS

Recommending approval:

Vice President

Approved by:

University President

By:

VP for Administration and Finance

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