



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Road corner Visayas Avenue,
Diliman, Quezon City 1104

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Ref. No. 2023- 05-25

May 9, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR CONTRACT OF SERVICE (COS) EMPLOYEES

SUBJECT : REVOCATION OF INTERNAL GUIDELINES AND PROCEDURES ON RENDITION OF OVERTIME SERVICES AND CLAIMING OF COMPENSATORY TIME-OFF FOR CONTRACT OF SERVICE (COS) EMPLOYEES

In view of the Audit Observation Memorandum (AOM) No. 23-007 dated February 27, 2023 received by the Bureau causing the immediate refund of the equivalent cost of salaries of Contract of Service (COS) employees who availed of offsetting of overtime services, Memorandum from the Director dated July 29, 2022 with Ref. No. 2022-07-79, the Internal Guidelines and Procedures on Rendition of Overtime Services and Claiming of Compensatory Time-Off is hereby revoked.

Claim of Compensatory Time-Off of COS employees does NOT apply based on the provisions of COA-DBM Joint Circular No. 1 dated September 13, 2022, and only covers:

1. Appointive and salaried civilian government employees holding regular, contractual personnel whole employment is in the nature of a regular employee, and casual positions of division chief or equivalent level and below;
2. Incumbents of positions of Division Chief or equivalent level and below, designated as Officers-In-Charge of higher-level positions; and
3. Administrative Staff supporting the Bids and Awards Committee (BAC) and the Technical Working Group.

This order shall take effect immediately and shall remain in force unless revoked in writing. All issuances inconsistent herewith are deemed revoked.

For information and guidance


JUNEL B. SORIANO, Ph.D.