



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 02 - 037, s. 2024

TO: MR. LOUMEL C. ACERO
HRMO I

SUBJECT: OVERTIME SERVICES AND OVERTIME PAY FOR NEMSU EMPLOYEES

DATE: February 20, 2024



Under the Authority and Flexibility Granted to the undersigned as the agency head, you are directed to submit to this Office the matrix of determined number of hours of overtime services pursuant to items 3.2 and 3.3 of Joint Circular No. 1, s. 2015 by the CSC and DBM, before preparing the voucher and other pertinent documents for the release of such pay.

Your attention is hereby directed to the CSC-DBM Joint Circular, particularly under item 10.0 Limitations on Overtime Services and Overtime Pay.

Likewise, you are to assist in the preparation of Reportorial Requirements under item 12.0 through coordination with the Supervising Administrative Officer of Finance and Administrative Divisions.

Should you have any queries, please feel free to visit the Office of the President through the Executive Assistant.

For your information and guidance.


NEMESIO G. LOAYON, PhD
SUC President III

Cc: HRMO III
SAO Finance
SAO Administration
VPAF