



Republic of the Philippines  
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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
No. 04-032, s. 2024

**TO: Vice Presidents, Campus Directors, Deans, Directors, Unit Heads**  
**All others concerned**

**FROM: SUC President III**

**SUBJECT: DOCUMENTARY REQUIREMENTS FOR THE GRANT OF NON-MONETARY REMUNERATION FOR OVERTIME SERVICES RENDERED**

**DATE: April 16, 2024**



Pursuant to CSC & DBM Joint Circular No. 2, s. 2004, "Non-Monetary Remuneration for Overtime Services Rendered," below is the list of requirements:

1. Issuance of Office Order by the Head of Office (authorizing the rendition of overtime services and indicating the tasks to be completed and the expected time of completion)
2. Employee request to the Head of Office for the approval of the schedule of CTO
3. Daily Time Record (DTR)
4. Accomplishment Report

All requirements shall be submitted to the Human Resource Management Office for the computation of Service Credits (teaching personnel) or Compensatory Time-Off (CTO) for Non-teaching personnel.

For your guidance and compliance.

**NEMESIO G. LOAYON, PhD**  
SUC President III



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