



Republic of the Philippines  
Department of Agriculture  
OFFICE OF THE SECRETARY  
Elliptical Road, Diliman  
Quezon City, 1100 Philippines

**DEPARTMENT CIRCULAR**

No. 10

Series of 2020

**SUBJECT: PAYMENT OF RENDERED OVERTIME SERVICES OF MEAT PLANT OFFICERS OF THE NATIONAL MEAT INSPECTION SERVICE (NMIS)**

---

**WHEREAS**, Section 5 of Republic Act (RA) No. 9296 (2004), as amended by RA No. 10536 (2013), "The Meat Inspection Code of the Philippines", provides that the NMIS shall serve as the sole national controlling authority on all matters pertaining to meat and meat products inspection and hygiene;

**WHEREAS**, Section 8 of the above said law empowered the NMIS to supervise and control meat inspection in all meat establishments engaged in domestic and international meat trade;

**WHEREAS**, the Joint CSC and DBM Circular No. 2, s. 2015, "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees", granted flexibility to agency heads to authorize overtime services and payment of overtime services in cash, subject to certain conditions and limitations such as the nature of overtime work to be rendered, overtime payment limit, fund source, reportorial requirements, and other pertinent measures to efficiently and effectively implement the grant of overtime pay, and directed the agency heads to formulate and adopt internal rules and procedures on the rendition of overtime services of their personnel;

**WHEREAS**, Section 4 of RA No. 10536, which amended Section 46 of RA No. 9296, provides that the Secretary, by way of regulation, and after public hearing, shall prescribe such reasonable fees to be charged by the NMIS and LGUs for services rendered;

**NOW, THEREFORE, I, WILLIAM D. DAR, Ph.D.**, Secretary of the Department of Agriculture (DA), by virtue of the power vested in me by law, promulgates and issues guidelines on the payment of rendered overtime services of meat plant officers of the National Meat Inspection Service (NMIS).

**SECTION 1. SCOPE AND COVERAGE**

- a. Under the Joint DBM and CSC Circular No. 2, s. 2015, the general rule is that the remuneration of overtime services shall be through Compensatory Time-Off (CTO). The exception, however, is when the application of CTO for overtime hours would adversely affect the operations of the agency and payment in cash of overtime services through Overtime Pay (OP) may be authorized.
- b. The priority activities of meat inspection personnel in all meat establishments that



may warrant rendition of necessary overtime services shall include but not limited to antemortem and postmortem inspections in the slaughterhouse, poultry dressing plant, or meat cutting plant, inspection of imported meat in the Cold Storage Warehouses, disposal of confiscated and condemned meat and by-products and such other NMIS activities as may be determined and approved by the Executive Director.

- c. All employees holding regular positions of Division Chief or equivalent level and below shall be authorized to render overtime services with pay. Incumbents of positions of Division Chief or equivalent level and below, designated as Officers-in-Charge of higher level positions, may also be authorized as they are still bound to observe the prescribed work hours in their respective agencies.
- d. Where the assigned meat plant officer cannot render overtime service as requested, he/she must notify immediately the immediate supervisor, who shall identify a replacement to do the inspection.

## **SECTION 2. GENERAL POLICIES**

- a. Under the Administrative Code of 1987, government officers and employees shall render not less than 8 hours of work a day for 5 days a week or a total of 40 hours a week, exclusive of time for lunch. Such hours, shall be from 8:00 in the morning to 12:00 noon and from 1:00 to 5:00 in the afternoon, except Saturdays, Sundays, and holidays. However, flexible work hour is allowed, subject to the discretion of the department/agency head.
- b. The meat plant officer shall follow the usual time of operations in the meat establishment. The policy of "No inspector, No inspection" shall be strictly followed by all meat establishments.
- c. Period of overtime service shall include:
  - c.1. During Regular Days:
    - c.1.i) Those rendered beyond 8 work hours during work days or 40 hours a week, exclusive of time for lunch and rest.
    - c.1.ii) 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.
    - c.1.iii) Request for overtime service during night time, between 6:00pm to 6:00am, (the graveyard shift), the NMIS meat plant officer shall be entitled to refund of the transportation expenses, which shall be included in the Statement of Account (SOA) provided supporting document is attached for the claim.
  - c.2. During Rest Days, Holidays, and Special Non-Working Days:
    - c.2.i) Additional 2 hours shall be added to the rendered daytime overtime service during rest days, holidays, and special non-working days, which consists of one hour allowance for travel time going to the meat plant and another one hour allowance going back to the residence.

## **SECTION 3. PROCEDURES ON OVERTIME PAY CLAIM**

- a. Before Rendering Overtime





- a.1. The meat establishment owner/manager shall send a letter to the concerned RTOC requesting for a meat plant officer to render overtime work during the stated date and time. (FORM 1A)
- a.2. The Office Head shall approve the authority to render overtime services by indicating the name of the plant officer, the purpose, expected outputs, and the specific period of such services. (FORM 1B)
- a.3. The assigned and authorized meat plant officer shall prepare a Work Plan which include the schedule of overtime, number of hours, works to be accomplished, and other activities as determined by the Office Head. (FORM 2)
- b. After Rendering Overtime
  - b.1. The meat plant officer shall submit the following to the RTOC which shall be the basis for the preparation of the Statement of Account:
    - b.1.i) Personnel Accomplishment Report which includes the number of hours of rendered overtime service
    - b.1.ii) Copy of meat plant log book, Daily Time Record (DTR), or any record to show proof of rendered overtime work in the meat establishment
  - b.2. The Statement of Account (SOA) shall be approved by the Office Head. (FORM 3)
  - b.3. The ME owner/manager shall deposit the OT payment through **LBP Trust Fund Account No. 3212-1001-36**.
  - b.4. The RTOCs shall submit to the Central Office a monthly report on rendered overtime services with pay.
- c. **Formula for Payment of Overtime Services (CSC and DBM Joint Circular No. 2, s. 2015)**
  - c.1. The Hourly Rate of an employee on full-time employment, **HR**, with a monthly salary, **S**, for 22 workdays in a month and 8 hours per workday, shall be computed by using the formula:
 
$$\text{HR} = \left( \frac{S}{1 \text{ Month}} \right) \left( \frac{1 \text{ Month}}{22 \text{ Workdays}} \right) \left( \frac{1 \text{ Workday}}{8 \text{ Work Hours}} \right)$$
  - c.2. The Overtime Pay shall be 125% or 1.25 of **HR** on a scheduled workday. It shall be 150% or 1.5 of **HR** on the rest day or scheduled day off, holiday, or special non-working day.
  - c.3. The total Overtime Pay, for the month of an employee on full-time employment, **OT Pay**, shall be computed based on the following formula:
 
$$\text{OT Pay} = \text{HR} [1.25 (N_1\text{Total}) + 1.5 (N_2\text{Total})]$$

Where:

**N<sub>1</sub>** - number of work hours of overtime service rendered on a scheduled workday

**N<sub>2</sub>** - number of work hours of overtime service rendered on a rest day or scheduled day off, holiday, or special non-working day
  - c.4. Overtime Pay (OTP) Computations is given in ANNEX A. The Executive Director shall issue recomputed OTP whenever there is a new salary adjustments issued



by the government.

#### **E. Fund Sources**

The Overtime Pay or payment for services during extended operations of the meat establishments shall be charged to the entity or meat establishment that requested for the inspection services of the veterinarian/meat inspector as authorized under Section 4 of RA No. 10536 and implementing rules and regulations (DA-DC No. 1, s. 2014).

#### **SECTION 4. REPEALING CLAUSE**

All issuances, circulars, or orders on the payment for rendered overtime services during extended operations of the meat establishments are hereby repealed and superseded by this Circular.

#### **SECTION 5. EFFECTIVITY**

This Circular shall take effect immediately.

DONE in Quezon City, Philippines this 29<sup>th</sup> day of June, 2020.

  
**WILLIAM D. DAR, PH.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
  
In replying pls cite this code :  
**For Signature: S-06-20-0419**  
Received : 06/24/2020 01:59 PM



**ANNEX A**  
**COMPUTATION OF OVERTIME PAY (Salary As Of January 1, 2020)**

| POSITION                | SALARY GRADE | STEP | HOURLY RATE (HR)<br>(Php)                  | REGULAR DAYS<br>(Php)        | REST DAY, HOLIDAY,<br>SPECIAL NON-WORKING<br>DAY (Php) | EXAMPLE OF OTP<br>COMPUTATION FOR THE<br>MONTH  |
|-------------------------|--------------|------|--|------------------------------|--|---|
| Formula                 | 11           | 1    | Salary/22Working<br>Days/8 Hours<br>126.80 | OT Pay = HR x 1.25<br>158.50 | OT Pay - HR x 1.50<br>190.20                           | MI III - Step 1   |
| Meat Inspector III      |              | 2    | 128.41                                     | 160.51                       | 192.62   | <b>1. Regular Day:</b><br>OTP Regular Day =158.50<br>If, Total No. of OT is 8 hrs<br>e.g. 2hrs/day x 4 days w/ OT <sup>4</sup><br>OTP = 158.50 X 8hrs<br>OTP = 1,268.00                             |
|                         |              | 3    | 130.05                                     | 162.56                       | 195.08   |   |
|                         |              | 4    | 131.71                                     | 164.64                       | 197.56   |   |
|                         |              | 5    | 133.39                                     | 166.74                       | 200.09   |   |
|                         |              | 6    | 135.10                                     | 168.88                       | 202.65   |   |
|                         |              | 7    | 136.83                                     | 171.04                       | 205.24   |   |
|                         |              | 8    | 138.58                                     | 173.22                       | 207.87   |   |
|                         | 13           | 1    | 152.01                                     | 190.01                       | 228.02   |   |
| Meat Control Officer I  |              | 2    | 153.79                                     | 192.24                       | 230.68   | <b>2. Rest Day, Holiday,<br/>Special Non-Working Day:</b><br>OTP RD, H, SNWD = 190.20<br>If, No. of OT is 8hrs<br>8hrs/day + 2hrs travel =10hrs<br>OTP = 190.20 X 10 hrs<br>OTP = 1,902.00          |
|                         |              | 3    | 155.58                                     | 194.48                       | 233.37   |   |
|                         |              | 4    | 157.40                                     | 196.75                       | 236.10   |   |
|                         |              | 5    | 159.25                                     | 199.06                       | 238.88   |   |
|                         |              | 6    | 161.11                                     | 201.39                       | 241.66   |   |
|                         |              | 7    | 163.00                                     | 203.75                       | 244.50   |   |
|                         |              | 8    | 164.91                                     | 206.14                       | 247.36   |   |
|                         | 16           | 1    | 199.46                                     | 249.32                       | 299.19   |   |
| Meat Control Officer II |              | 2    | 201.83                                     | 252.29                       | 302.74   | <b>TOTAL OTP for the Month</b><br>OTP = 1,268.00 + 1,902.00<br>OTP = 3,170.00<br><br><b>NOTE: The OT Pay shall be<br/>remitted to NMIS through<br/>LBP Trust Fund Account No.<br/>3212-1001-36.</b> |
|                         |              | 3    | 204.22                                     | 255.28                       | 306.33   |   |
|                         |              | 4    | 206.64                                     | 258.30                       | 309.96   |   |
|                         |              | 5    | 209.10                                     | 261.38                       | 313.65   |   |
|                         |              | 6    | 211.58                                     | 264.48                       | 317.37   |   |
|                         |              | 7    | 214.10                                     | 267.62                       | 321.15   |   |
|                         |              | 8    | 219.64                                     | 274.55                       | 329.46   |   |



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**

No.4 Visayas Avenue, Brgy. Vasra, Quezon City  
Trunkline: (02) 8-924-7980; Telefax: (02) 8-924-7973  
[www.nmis.gov.ph](http://www.nmis.gov.ph)  
e-mail: [nmis@nmis.gov.ph](mailto:nmis@nmis.gov.ph)

**FORM 1A**

\_\_\_\_\_  
Date

**DR. REILDRIN G. MORALES**  
*Executive Director*  
National Meat Inspection Service  
No. 4 Visayas Avenue, Barangay Vasra  
Quezon City

Dear Dr. Morales,

I, \_\_\_\_\_ of  
\_\_\_\_\_ with NMIS Accreditation (PDP, SLH, CS)  
\_\_\_\_\_ located at \_\_\_\_\_ allow  
my establishment for \_\_\_\_\_ (No. of hours) of extended operation on the  
following time schedule \_\_\_\_\_ (time of plant operation) on  
\_\_\_\_\_ under the supervision of NMIS Plant Officer, Mr./Ms./Dr.  
\_\_\_\_\_. I abide by your policy that said NMIS Plant Officer shall be  
paid without delay for the service rendered on the requested overtime in my establishment  
within 5 days from receipt of the Statement of Account.

Very truly yours,

Conforme:

\_\_\_\_\_  
Plant Operator/Owner/Authorized  
Representative

\_\_\_\_\_  
NMIS Plant Officer

**FORM 1B**

Control Number: \_\_\_\_\_

**AUTHORITY TO RENDER OVERTIME**

This is to authorize Dr/Mr./Ms \_\_\_\_\_  
(Name) (Position)  
\_\_\_\_\_ to render overtime work as requested by \_\_\_\_\_  
(Region) (Plant Name)

Approved: \_\_\_\_\_

\_\_\_\_\_  
Head of Office

**FORM 2**

*"A food-secure Philippines with prosperous farmers and fisherfolk"*

NMIS is ISO 9001:2015 Certified





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
No.4 Visayas Avenue, Brgy. Vasra, Quezon City  
Trunkline: (02) 8-924-7980; Telefax: (02) 8-924-7973  
[www.nmis.gov.ph](http://www.nmis.gov.ph)  
e-mail: [nmis@nmis.gov.ph](mailto:nmis@nmis.gov.ph)

**OVERTIME WORK PLAN**  
Date \_\_\_\_\_

| Scope of Overtime Work Activities | Volume of Work to be Accomplished | No. of Hours To Complete These Tasks | Remarks |
|-----------------------------------|-----------------------------------|--------------------------------------|---------|
|                                   |                                   |                                      |         |

| Date | Proposed Time |    | Actual Time Rendered |    | Signature of Plant Manager/Authorized Representative / Guard on Duty |
|------|---------------|----|----------------------|----|--|
|      | From          | To | From                 | To |  |
|      |               |    |                      |    |  |

\*Actual time rendered shall be filled in and signed by the plant manager/ authorized representative/ guard on duty.

Prepared By:

Verified by:

\_\_\_\_\_  
NMIS Plant Officer

\_\_\_\_\_  
POSMS Head



FORM 3



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
No. 4 Visayas Avenue, Brgy. Vlasra, Quezon City  
Trunkline: (02) 8-924-7980; Telefax: (02) 8-924-7973  
[www.nmis.gov.ph](http://www.nmis.gov.ph)  
e-mail: [nmis@nmis.gov.ph](mailto:nmis@nmis.gov.ph)

No. \_\_\_\_\_  
Date \_\_\_\_\_

**STATEMENT OF ACCOUNT**

| STATEMENT OF ACCOUNT   |  | AMOUNT |
|--|--|--------|
| Name of Accredited Establishment: _____  |  |        |
| Address: _____   |  |        |
| Name of Company Representative: _____  | Received by: _____<br><small>(Signature over printed name)</small> |        |
| Date: _____  |  |        |
| ▪ Overdue: Month of _____<br>Balance from previous bill<br>Payment received<br>Total Overdue |  |        |
| ▪ Current bill for the month of _____<br>Overtime Works On: _____                            |  |        |
| Current Charges<br>TOTAL AMOUNT DUE  |  |        |

Note: Please make your payment to NMIS through LBP Trust Fund Account No. 3212-1001-36.

Prepared by: \_\_\_\_\_ Servicing Unit  
Noted by: \_\_\_\_\_ Director