



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

MEMORANDUM NO. 22 s. 2014

TO : All Officials of the University: Vice Presidents, Campus Directors, Directors, Deans and Chairpersons
This University

FROM : 
DR. SERAFIN L. INGOHAYON
University President

SUBJECT : Payment of Overtime

DATE : May 8, 2014

1. Please be informed that for FY 2014, the University has no fund allotted in the General Fund (GAA) or from Income (Special Trust Fund) for Overtime Services. As such, request for overtime services **MUST BE AVOIDED** as much as possible. All works must be done within prescribed office hours.
2. In extreme need, request for overtime maybe considered but can only be compensated through the following:
 - 2.1. For permanent employees. Overtime services can be converted into service credits or compensatory time-off credits;
 - 2.2. For contractual employees. Overtime services will be considered as a regular work day to be paid using the regular rate.
3. Except for security guards, all employees, including the chief security officer, must render 40 hours per week work schedule and can only be paid over and above such number of hours when requested and approved by proper authorities.
4. Separate accomplishment reports with duly filled DTRs must be submitted for overtime services.
5. The Chief Administrative Officer, Atty. Candice Gullon-Buyucan, is hereby instructed to ensure proper compliance to this order.
6. For your information and commitment.