



MEMORANDUM

TO : ALL OFFICERS AND EMPLOYEES OF THIS AUTHORITY
INCLUDING LRA-CARP PERSONNEL NATIONWIDE

SUBJECT : AMENDMENT TO THE PREVIOUSLY ISSUED GUIDELINES
ON OVERTIME (OT) SERVICE AND ALTERNATIVE WORK
ARRANGEMENT (AWA)

DATE : 03 November 2022

In the interest of the service and pursuant to **CSC-DBM Joint Circular No. 1, s, 2015** Re: Policies & Guidelines on Overtime Service and Overtime Pay for Government Employees and **CSC-DBM Joint Circular No. 2, s, 2004** Re: Non-Monetary Remuneration of Overtime Service Rendered to facilitate the implementation of Land Registration Authority **Memorandum dated September 22, 2022** Re: Completion of Inventory and Uploading of Manually Issued Titles in the PHILARIS Database, the following guidelines are hereby adopted, to wit:

GENERAL GUIDELINES:

1. Who may be authorized to render Overtime Services with Pay or Compensation:
 - a. Officials and employees with the rank of Division Chief or equivalent level (SG-24) and below holding regular, contractual, and casual positions in the government service except Job Order (JO) Personnel;
 - b. Incumbents of positions of division chief or equivalent level and below, designated as Officers-in-charge of higher level positions except Job Order (JO) Personnel;
2. Work rendered on regular working days (Monday-Friday) in excess of the regular working hours (8 hours/day), exclusive of lunch break, will be considered overtime service if rendered with a minimum of two (2) hours and maximum of three (3) hours; Work rendered on Saturdays, Sundays, and Holidays (Legal/Special) shall be considered overtime

CERTIFIED TRUE COPY:

[Signature] 11/11/2022
NORWIN T. TOMAS
Chief, Central Records Section



service provided that it shall not be more than forty (40) hours per month;

3. Overtime rendered shall not be used to offset tardiness and undertime committed by the employee or officials;
4. Officials and employees who incur tardiness during the day shall not be eligible to render Overtime service;
5. Officials/Employees absent on Friday shall not be eligible to render Overtime on Saturdays and Sundays;
6. Approval of request for overtime service in the Registries of Deeds (Live) shall be with the Office of the Administrator.
7. Overtime with Pay shall only be applicable to the Registries of Deeds concerned as per LRA Memorandum dated 22 September 2022. Overtime service in the Central Office shall continue to be under CSC-DBM Joint Memorandum Circular No. 2. S. 2004 Re: Non-Monetary Remuneration of Overtime Service Rendered, unless allowed by the Administrator on specific priority activities or projects.
8. Alternative Work Arrangement (AWA) adopted under **LRA Memorandum dated 18 May 2022 as supplemented under LRA Memorandum dated 11 June 2022** are suspended with exception to the implementation of flexible working hours (FlexiTime) starting from 7:00 am to 9:00am;
9. Availment of Force Leave for the month December 2022 are suspended. Disapproval of all previously approved Forced Leave shall be with the Office of the Administrator. Force Leave not submitted for disapproval shall be taken off from the official/employees vacation leave despite non-availment.

REPORTORIAL REQUIREMENTS FOR OVERTIME SERVICE:

A report on the target output and timeline of overtime service shall be attached to the request which shall cover the expected output of Memorandum dated September 22, 2022 for the concerned Registries of Deeds. For the Central Office, approval shall be with the respective Department heads. If the target is not met, a justification shall be submitted to the office of the Administrator in the case of the Registries of Deeds and Office of the Director in the case of the Central Office.

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[Signature]
NORILYN T. TOMAS
Chief, Central Records Section

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EFFECTIVITY:

This Memorandum shall be in effect immediately and shall supersede all previously issued memorandums on Overtime and Alternative Work Arrangements.

GERARDO PANGA SIRIOS

Administrator

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WORLDWIDE T. TOMAS

Chief, Central Records Section