



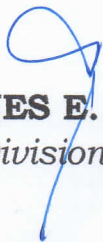
RELEASED

DATE: 04/12/21

Division Memorandum  
No. 70 s. 2021

UTILIZATION OF COMPENSATORY TIME OFF (CTO) OF TEACHING  
AND NON-TEACHING PERSONNEL

1. Pursuant to the amended Civil Service Commission (CSC)-Department of Budget and Management (DBM) Joint Circular(JC) No. 2A s., 2005 re; Non-Monetary Remuneration for Overtime Services Rendered is to be revisited for uniform implementation.
2. This Office informs teaching and non-teaching personnel that "Compensation Overtime Credits (COC) should be used as time off within the year and these are earned until immediately succeeding year. Thereafter, any unutilized COCs are deemed forfeited" (5.5.2)
3. The Schools Division Superintendent as Head of Office "shall determine the need for overtime services. Thus, an office order shall be issued specifying the date and time for rendition of overtime and its purpose". (5.5.2) Further, Daily Time Record (DTR) with attendance sheets or logbook shall be attached and duly attested by the School Head or the in charge for overtime and services during Saturdays and Sundays as stipulated in the Division Memorandum No. 218, s. 2020
4. Attached is the CSC-DBM Joint Circular No. @ series of 2004 for perusal, information, implementation and avail the provisions.
5. Immediate dissemination is enjoined.

  
**AGUSTINES E. CEPE, CESO V**  
*Schools Division Superintendent*





**Enclosure 1**

**Certificate of Compensatory Overtime Credits (COC)**

This certificate entitles Mr./Ms. \_\_\_\_\_ to

\_\_\_\_\_ of Compensatory Overtime Credits.  
(number of hours)

**AGUSTINES E. CEPE, CESO V**  
*Schools Division Superintendent*

Date Issued: \_\_\_\_\_

Valid Until: \_\_\_\_\_





**Enclosure 2**

**RECORD/ TALLY CARD**

No. of Hours of Earned : COC's/Beginning Balance	Date of CTO	Used COC's	Remaining COC's	Remarks

Approved by:

Claimed from:

AGUSTINES E. CEPE, CESO V  
*Schools Division Superintendent*

DELMA R. DENAPO  
*Administrative Officer*

\_\_\_\_\_ Date

\_\_\_\_\_ Date





### Enclosure 3 Procedures

