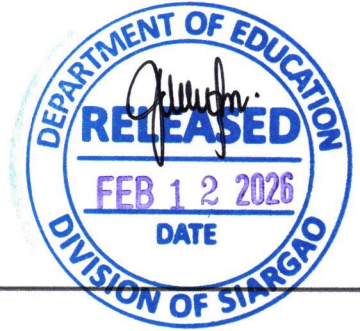




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM
No. **02-056** S. 2026

To: Asst. Schools Division Superintendent
Public Schools District Supervisors
Schools Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
This Division

**REITERATION OF GUIDELINES ON THE GRANT AND USE OF COMPENSATORY
TIME OFF (CTO)**

1. In the interest of ensuring uniform compliance with government rules on the grant and use of Compensatory Time Off (CTO), this Office hereby reiterates the existing policies as prescribed by the Civil Service Commission (CSC) and the Department of Budget and Management (DBM) per Joint Circular No. 2 s. 2004 "Non-monetary Remuneration for Overtime Services Rendered".

2. Compensatory Time Off (CTO) refers to hours or days an employee is excused from work with full pay, earned as a result of authorized overtime service, and granted in lieu of overtime pay.

3. Limitation on the use of COCs are as follows:

3.1 The COCs cannot be used to offset undertime/s or tardiness incurred by the employee during regular working days.

3.2 The COCs earned cannot be converted to cash, hence, are not commutative.

3.3 The COCs will not be added to the regular leave credits of the employee, hence, it is not part of the accumulated leave credits that is paid out of the employees.

4. Availment of Compensatory Time Off:

4.1 The CTO may be availed of in blocks of four (4) or eight (8) hours. Agencies adopting alternative work schedules should make parallel adjustments in the availment blocks, tantamount to either a half or full day leave from work.

4.2 The employee may use the CTO continuously up to a maximum of five (5) consecutive days per single availment, or on staggered basis within the year.

4.3 The employee must first obtain approval from the head of the agency/authorized official regarding the schedule of availment of CTO. The management shall



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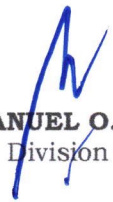

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accommodate to the extent practicable all applications for availment of CTO at the time requested by the employee. In the exigency of service, however, the schedule may be recalled and subsequently rescheduled by the Head of the Office/authorized official within the year.

5. The following procedures in filing a leave of absence when charged to COCs shall be observed.

1. Obtain approval from the Head of Agency/Authorized Official regarding the schedule availment of the CTO.
2. Submit the approval document together with the accomplished CSC Form 6 (Leave form) to the HR office through the records unit. Filing must be at least 5 working days before the effectivity date of availment.
3. HRMO shall check and record the availment of the CTO in the employee's leave card and submit the Form 6 to the office of the Assistant Schools Division Superintendent for approval.
4. Approved/acted form 6 shall be released thru the Records unit.

6. For immediate and wide dissemination.


MANUEL O. CABERTE
Schools Division Superintendent 

References:

CSC-DBM Joint Circular No. 2, s. 2004
CSC-DBM Joint Circular No. 2, s. 2015

Inclusions:

None

To be included in the perpetual index of the following:

HR-RSP HRMO PRIME-HRM

OSDS/HR/rmb