



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

23 Jun 2025

**DIVISION MEMORANDUM**

No. **093** , s. 2025

**REITERATION OF GUIDELINES ON THE GRANT OF COMPENSATORY  
OVERTIME CREDIT (COC) AND COMPENSATORY TIME-OFF (CTO)**

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section/Unit Heads and Staff  
Public Elementary and Secondary Schoolheads  
All Teaching and Non-Teaching Personnel  
This Division

1. Pursuant to Region Memorandum AD-2023-051 issued by the Department of Education – SOCCSKSARGEN Region, this Office reiterates the Interim Guidelines on the Grant of Compensatory Overtime Credit (COC) and Compensatory Time-Off (CTO) for non-teaching personnel. These guidelines aim to ensure consistent and proper implementation across all offices and schools within the division.

**a. Coverage**

All non-teaching personnel holding permanent, temporary, casual, or contractual appointments in the nature of regular employment.

**b. Compensatory Overtime Credit (COC)**

- COCs are earned for services rendered beyond regular working hours, including weekends and holidays
- Computation:
  - Weekdays: 1 OT hour = 1 COC hour
  - Weekends/Holidays: 1 OT hour = 1.5 COC hours
- A maximum of 40 COC hours per month may be accrued, but not more than 120 hours annually.
- COCs are not cumulative and cannot be converted to cash.

**c. Compensatory Time-Off (CTO)**

- CTO may be availed in 4- or 8-hour blocks, for a maximum of 5 consecutive days per availment, or on a staggered basis within the year.
- CTO must be used within the same year earned and cannot offset undertime or tardiness.
- The CTO must be filed in advance, preferably at least five (5) days before the intended leave, by accomplishing the Application for Compensatory Time-Off form.
- When applying for CTO, the **Application for Compensatory Time-Off (Annex C)** must be **properly and completely filled out** to ensure processing and approval



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- Prior approval from the Head of Office is required before CTO availment.
- d. **Procedures** for Applying for Compensatory Overtime Credit (COC)
- Prior issuance of Authority to Render Overtime Services (AROT) by the SDS or authorized official.
  - Submission of the following documents:
    - Approved AROT
    - Accomplishment Report
    - Daily Time Record (DTR)
  - Certificate of COC Earned shall be issued by the Head of Office based on verified documents.

Additional Information on the Filling of COC:

- The coordinator of the activity or event shall file the consolidated COC request on behalf of all participating personnel. Only one (1) AROT should be prepared and submitted to cover all involved individuals. This measure is aimed at minimizing the volume of signatory approvals required.
  - All applications for COC must be filed within thirty (30) calendar days after the conduct of the activity or event. Late filings may not be processed unless with compelling justification.
- e. **Compliance**
- All offices and personnel are expected to strictly adhere to these provisions to uphold integrity and transparency in service crediting. Failure to comply may result in appropriate administrative action.

2. Annex below are the Application for Compensatory Time-Off (CTO), Authority to Render Overtime Service (AROT), and Recommendation/Request to Render Overtime Service. Forms can be accessed through this link: [bit.ly/DepEdSaranganiHRMO](http://bit.ly/DepEdSaranganiHRMO) .

Annex A - Application for Compensatory Time-Off (CTO)

Annex B - Authority to Render Overtime Service (AROT)

Annex C - Recommendation/Request to Render Overtime Service

3. For inquiries, contact **Mr. Roel D. Balbareno** at 09773941073.

4. Immediate dissemination of this Memorandum is desired.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent



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**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
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Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:


GRANTS  
PROCEDURES  
RULES AND REGULATIONS


RDB/OSDS/DM – reiteration of guidelines on the grant of compensatory  
overtime credit and compensatory time-off  
0540/June 23, 2025



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*Annex A - Application for Compensatory Time-Off (CTO)*

 Republic of the Philippines <b>Department of Education</b> SOCCSKSARGEN REGION SCHOOLS DIVISION OF SARANGANI		
<b>APPLICATION FOR COMPENSATORY TIME-OFF (CTO)</b>		
<b>Name of Employee:</b>		<b>Position:</b>
<b>Office:</b>	<b>Bureau:</b> Department of Education - Sarangani	<b>Date of Filing:</b>
<b>DETAILS OF APPLICATION</b>		
<b>Number of Hours Applied for</b>	<b>Inclusive Date/s</b>	
Requested by:  _____ Signature of Applicant		Recommending Approval by:  _____ Division Chief
<b>DETAILS OF ACTION OF APPLICATION</b>		
<b>CERTIFICATION OF COMPENSATORY OVERTIME CREDITS (COC) as of</b> _____ Number of Hours Earned: _____  <b>ROEL D. BALBARENO, MPA</b> Administrative Officer IV - HRMO Date: _____		<b>APPROVAL</b> <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval due to _____  <b>RUTH L. ESTACIO PhD, CESO V</b> Schools Division Superintendent Date: _____
1. The CTO may be availed of in blocks of four (4) or eight (8) hours. 2. The employee may use the CTO continuously up to a maximum five (5) consecutive days per single availment or on staggered basis within the year. 3. The employee must first obtain approval from the head of office regarding the schedule of availment of CTO. 4. Attach approved Certificate of COC Earned (prescribed form under Joint CSC-DBM Circular No. 2, series of 2004) for validation purposes.		



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*Annex B - Authority to Render Overtime Service (AROT)*



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**AUTHORITY TO RENDER OVERTIME SERVICES**

In exigency of service and to ensure the efficiency of office compliance to all statutory and regulatory issuances, the following identified employee/s is/are allowed to render overtime services with corresponding timeline, tasks to do and expected outputs for submission as follows:

Name of Employee/s	Objective/s to Render Overtime Service	Tasks to Do	Expected Outputs	Duration (Specify the date & time)

For the information and compliance of all concerned.

RECOMMENDED BY:

**ROEL D. BALBARENO, MPA**  
Administrative Officer IV - HRMO

APPROVED:

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent



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*Annex C - Recommendation/Request to Render Overtime Service*



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**RECOMMENDATION/REQUEST TO RENDER OVERTIME SERVICE**

**Date**

**RUTH L. ESTACIO PhD, CESO V**

Schools Division Superintendent  
Schools Division of Sarangani  
Alabel, Sarangani Province

**Dear (Name of SDS):**

This is to certify that the following teaching personnel have rendered services during weekends and/or holidays from **(Date)** to **(Date)**, on the following eligible activities as enumerated under DO No. 53, s. 2003, as amended by DO No. 84, s. 2003:

Name	Position	No. of Hours of Service Rendered

Attached are the relevant memoranda or letters of authority, Individual Daily Log and Accomplishment Report (IDLAR), duly signed Daily Time Record (DTR)/CS Form 48, or other official attendance monitoring mechanisms that are recorded and verifiable for your perusal.

We hope this request merits your favorable action.

Very truly yours,

**(Name of School Head/Proponent)**  
**(Position)**

VERIFIED BY:

**ROEL D. BALBARENO, MPA**  
Administrative Officer IV - HRMO

APPROVED BY:

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent



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