



OFFICE ORDER No: 07
Series of 2023

TO : ALL BAFS EMPLOYEES AND COS PERSONNEL

FROM : OFFICE OF THE OIC - DIRECTOR

SUBJECT : GUIDELINES ON THE DAILY OVERTIME AUTHORIZATION SLIP


In our pursuit to maintain balance between organizational performance and organizational health, all BAFS employees and personnel shall be guided by the following office policies related to official time and overtime:

1. The official core hours shall be from 7:00 AM to 6:00 PM, Monday to Friday. All personnel (permanent and Contract of Service) shall be required to render at least eight hours of service daily within the approved official time and must log in at the biometrics.
2. Overtime work, whether during weekdays and weekends, shall be discouraged to allow time to build meaningful relationships with family and friends and pursue other passions outside of work. It is expected that all regular work outputs should be done within the prescribed days and work hours.
3. In unavoidable circumstances when required outputs necessitate an overtime due to their urgency, an approval shall be sought from the Office of the Director. Employees and personnel shall fill out the Daily Overtime Authorization Slip (*see Annex A*) and have this approved prior to rendering of overtime. The approval of request for overtime is based on the planned or expected outputs.
4. During weekdays, overtime shall only be allowed from 6:00 PM to 8:30 PM.
5. Accomplishment report (*see Annex B*) shall also be submitted as evidence of the extended office work.

For guidance and strict compliance.

Done this 8th day of February 2023.


KAREN KRISTINE A. ROSCOM, PhD
OIC Director
ME
RVG
08022023

Certified True Copy
Name: 
Date: 2/8/23



Annex A DAILY OVERTIME AUTHORIZATION SLIP

Name of Employee:		Date Filed:	
Signature:		Date of Overtime:	
Staying overnight? Yes*		<input type="checkbox"/>	No <input type="checkbox"/>

Work Description Expected Outputs	Time			Accomplished <small>(Check if accomplished)</small>
	Start	Finish	Hours	

Total Number of Hours Accomplished:

*To be accomplished **before** rendering the overtime work*

Recommending Approval:

Division Chief

Date Approved:

Approved by:

Karen Kristine A. Roscom, PhD
OIC- Director

Date:

*To be accomplished **after** rendering the overtime work*

Validated by:

Division Chief

Noted by:

**If you are staying overnight in the office, kindly accomplish the slip and attach thereafter.*



Annex B

ACCOMPLISHMENT REPORT (Overtime)

Date and Time: _____

Division	
Employee Name and Signature	
Position	

Task	Actual Accomplishment		
	Dates	Output	Status/Remarks

Verified and Approved by:	
Division Head Name and Signature	

