



Republic of the Philippines  
**Department of Environment and Natural Resources**

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**MEMORANDUM ORDER**  
No. 2002 - 01

**JAN 02 2002**

**SUBJECT : GUIDELINES ON WORK OFFSETTING/ COMPENSATORY SERVICE DAY-OFF**

In line with the DENR's Program on Awards and Incentives for Service Excellence (PRAISE) per CSC MC No. 01, s. 2001 and CSC MC No. 14, s. 1999, and in recognition of the occasional need for employees to render services beyond office hours and to compensate for such services when commensurate overtime pay is not authorized, guidelines in the implementation of work offsetting/ compensatory day-off in all DENR offices nationwide are hereby established.

**I. DEFINITION**

Work offsetting or compensatory service day-off shall refer to the privilege allowing employees not to report for work for a period equivalent to the number of hours of unpaid services rendered.

**II. COVERAGE**

This privilege shall be applicable to all DENR employees with permanent, temporary, casual or contractual (Personal Services) appointments who have rendered unpaid services during Saturdays and declared non-working holidays.

**III. GUIDELINES**

1. Services rendered on Saturdays and declared non-working holidays shall be covered by a written order from the head of office.
2. Work offsetting/ compensatory service day-off can be taken on any day from Tuesday to Friday only, within one month when the unpaid services have been rendered.

3. No offsetting shall be allowed on Mondays to enable employees to participate in the weekly flag raising ceremony.
4. Prior to the offsetting/ day-off, the employee shall secure permission from his/ her immediate supervisor who shall ensure continuity of services in the office.
5. Offsetting/ day off reports shall be submitted/ known to the respective Personnel Division/ Section/ Unit chiefs for proper recording.

#### IV. PROHIBITION

Employees who are authorized to render overtime services with pay are not covered by this privilege, except when the activity attended was held outside the official station. Likewise, employees with issued travel order and are claiming *per diem* for said travel are neither covered by the subject privilege.

This Order takes effect immediately.



HEHERSON T. ALVAREZ  
Secretary