



EXECUTIVE ORDER NO. PCG 40
SERIES OF 2023

AN ORDER AMENDING EXECUTIVE ORDER NO. PCG-84, SERIES OF 2021, ENTITLED: "AN ORDER PRESCRIBING THE GUIDELINES ON THE ATTENDANCE OF EMPLOYEES OF THE CITY GOVERNMENT OF PASIG AND FOR OTHER PURPOSES".

WHEREAS, Executive Order No. PCG-84, Series of 2021 was issued with the purpose of strictly observing government working hours to ensure public services are available at all times to contribute to the efficiency of government operations;

WHEREAS, CSC-DBM Joint Circular No. 2, Series of 2015 provides for a more updated guidelines regarding overtime pay of government employees and related matters;

WHEREAS, there is a necessity to amend the abovementioned executive order to be more compliant with the existing Civil Service rules and regulations;

NOW, THEREFORE, I, VICTOR MA REGIS N. SOTTO, City Mayor of Pasig, hereby amends Executive Order No. PCG-84, Series of 2021:

SECTION 1. AMENDMENT TO SECTION 12. – The following items are hereby amended and supplemented and shall now be read as follows:

"SECTION 12 (D) – Appointive casual, permanent, contractual, fixed-term and co-terminous employees with Salary Grade 24 and below may be authorized to render overtime services compensable with either CTO or overtime pay provided that prior authority is obtained from the City Mayor or HRDO subject to the limitation under "item c" hereof. Overtime services rendered prior to the issuance of the required authority shall be deemed invalid and shall not be compensated unless due to force majeure or emergency cases.

SECTION 12 (G) – Employees as defined in "item d" hereof and affiliate personnel (i.e. job order/volunteers) who are required to render overtime service by their respective Department Head or Chief of Office shall accomplish the Request Overtime Authorization through GEMS before the scheduled overtime. The request shall be made thru the account of Department Head or Chief of Office. Late submissions shall be denied by the system and shall be considered disapproved.

SECTION 12 (Q) – Overtime work for seven (7) consecutive days with no rest period of at least twenty-four (24) hours per week shall be deemed prohibited except in cases of actual or impending emergencies caused by serious accident, fire, flood, typhoon, earthquake, epidemic or other disaster or calamity to prevent loss of life and property, or imminent danger to public safety."



SECTION 2. SEPARABILITY CLAUSE. – If any part or provisions of this Order be held unconstitutional or invalid, other parts of provisions hereof, which are not affected thereby shall continue in full force and effect.

SECTION 3. REPEALING CLAUSE. – The provisions of existing executive orders and other issuances or portion thereof which are inconsistent herewith are hereby repealed, modified and amended.

SECTION 4. DISSEMINATION. – Copies of this *Executive Order* shall be furnished within seventy-two (72) hours from its issuance to the Office of the President and the Metro Manila Development Authority for their information and guidance.

SECTION 5. EFFECTIVITY. – This *Order* shall take effect immediately.

DONE this 20th day of November 2023 in the City of Pasig, Metro Manila.

VICTOR MA REGIS N. SOTTO
City Mayor

