

TESDA CIRCULAR

SUBJECT: Addendum to TESDA Circular No. 15
s 2016 re: Policies and Guidelines on
Overtime Services and Overtime Pay

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Number 021, Series of 2021

Date Issued:
March 12, 2021

Effectivity:
Immediately

Supersedes:

In the interest of the service and pursuant to existing government rules and regulations, the following supplemental provisions are hereby added in Part III, on General Policies and shall be read as follows:

Part III – General Policies:

5. Teaching personnel engaged in the conduct of institution-based or extension programs and whose teaching load is outside of the regular office hours or in excess of the regular load shall be granted honoraria or overtime payment.
6. Teaching and Non-Teaching personnel who renders work in the conduct of an actual assessment and whose services rendered beyond the normal eight (8) working hours on a scheduled workday, rest days, holidays and special non-working holidays shall be granted overtime services or overtime pay, as applicable.

Likewise, Section X on Responsibilities of Head of Office shall include:

| NATURE OF OVERTIME | APPROVING OFFICIAL |
|--|--|
| Overtime Pay for Teaching Positions and Non-Teaching personnel | Regional/Provincial Director concerned |

This Circular shall take effect immediately and shall amend/supersede/revoke any other issuances inconsistent herewith.


SEC. ISIDRO S LAPEÑA, PhD, CSEE
Director General 

