

# TESDA CIRCULAR

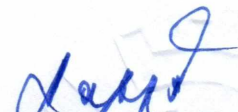

<b>SUBJECT:</b> Supplemental to TESDA Circular No. 021 s. 2021 and No. 15 s 2016 re: Policies and Guidelines on Overtime Services and Overtime Pay		<b>Page 1 of 1 page/s</b> <b>Number <u>027</u>, Series of 2021</b>
<b>Date Issued:</b> 26 February 2021	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

In the interest of the service and pursuant to Authority's Policies and Guidelines on Overtime Services and Pay and the existing government rules and regulations, a section of the provisions of Part III on General Policies is hereby added and shall be read as follows:

**Part III - General Policies:**

7. All regular employees including detailed regular employees from other government offices and are assigned and required to keep the same working hours of the offices/officials they serve shall be granted/authorized to claim honoraria or overtime payment for 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.

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

  
  
**SEC. ISIDRO S LAPEÑA, PhD., CSEE**  
Director General 