



MC No. 11, s. 2024

MEMORANDUM CIRCULAR


FOR : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; HEADS OF MINISTRIES IN THE BARMM; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; STATE UNIVERSITIES AND COLLEGES, AND LOCAL WATER DISTRICTS

SUBJECT : Addendum to Memorandum Circular No. 08, s. 2024 for the 124th Philippine Civil Service Anniversary

Pursuant to Memorandum Circular No. 08, s. 2024, which outlines the activities for the 124th Philippine Civil Service Anniversary (PCSA), the Civil Service Commission, in alignment with the provisions of CSC-DBM Joint Circular No. 2, Series of 2004, authorizes the heads of offices to issue directives granting one-day Compensatory Overtime Credits (COC) to employees participating in CSC-organized PCSA activities occurring on non-working days.

The authority to grant such COCs is vested in the heads of offices, who are responsible for determining the necessity and validity of overtime services rendered in accordance with the guidelines set forth in the aforementioned joint circular. It is imperative to note that COCs may accrue up to a maximum of 40 hours per month, with an overall cap of 120 hours within a calendar year. These 120 hours represent the total allowable COCs that an employee can accumulate annually, and they must be utilized within the same year they are earned.

Further, it should be clearly understood that the PCSA-related activities eligible for COCs are exclusively those organized by the Civil Service Commission. Any modification of these PCSA-related activities may be subject to additional announcements.


ATTY. KARLO A. B. NOGRALES
Chairperson

27 August 2024

Bawat Kawani, Lingkod Bayani