

Republic of Philippines
(Republic of the Philippines)
MINISTRY OF EDUCATION AND CULTURE
(Division of Administration and Control)
Manila

March 19, 1979

MEMORANDUM
No. 79, s. 1979

OVERTIME PAYMENT FOR YCAP COORDINATORS

To: Bureau Directors
Regional Directors
Schools Superintendents

1. Effective January 1, 1979, national, regional and division YCAP coordinators are entitled to overtime pay for actual overtime services rendered in the management, supervision of YCAP activities chargeable against the DfE-YCAP Special Project Fund and/or from other local sources subject to availability of funds.
2. To avail of this privilege the following must be met and observed:
 - a. There must be existing YCAP projects (the proposals for which had been duly approved on or before January 7, 1979 by the National YCAP Coordinating Center) in the region and division which need the particular services and attention of the YCAP coordinators,
 - b. The regional and division YCAP coordinators must have been duly designated by their respective regional directors and division superintendents,
 - c. That all other rules and regulations governing the grant of overtime services and pay must be observed.
3. All daily time records (Form 48) for the YCAP coordinators duly certified to by the proper school administrators, shall be sent in bunch to the Office of the Regional Director. The Regional YCAP coordinator's office, with the regional YCAP coordinator as secretary, shall assist the regional director in the approval of overtime services.
4. The amount covering total quarterly overtime pay of the regional and division YCAP coordinators in each region will be sent by the National YCAP Coordinating Center to the regional director who shall forward the corresponding pay to

5 Only those coordinators whose names appear on the YCAP masterlist and whose appointment/designation had been transmitted to the National YCAP Coordinating Center (NYCC) of this Office shall be eligible to claim overtime pay.

6 Immediate dissemination of this memorandum is requested for the guidance and information of all concerned.

(SGD) JUVIL A NELL
Minister of Education and Culture

Reference

N o n e

Allotment: 1-2--(D O 1-76)

To be indicated in the Perpetual Index
under the following subjects

CENTERS /
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OFFICIALS
SERVICE ,



