REVENUE MEMORANDUM ORDER NO. 38-2004 issued on September 2, 2004 prescribes the guidelines in the implementation of compensatory services. Said services may be availed of outside of the regular working hours, except Sundays, to offset non-attendance or undertimes during the regular office hours, subject to the written approval of the head of office.

The services rendered during the specified special non-working days may offset future leave of absences. It cannot be added to the leave credits of an employee, nor can be used to offset the equivalent absences/undertimes previously incurred by the employees.

Pursuant to the provisions of CSC MC 14, S. 1999, all employees of the Internal Revenue may offset future leave of absences for the days they reported for work during special non-working days indicated in the Order (8 days), and for future proclamations of similar nature.