

Date of Application:

WIS Human Resource Development Office Megaheights Subd., Alangilan, Batangas City

PH: (043) 702-6801 / 0961-331-4960 Email: westmead.hrd@gmail.com

HRDO Form #002 Series 2023

## **OVERTIME REQUEST FORM**

Full Name	STMEAD	INTERNATIONAL SCHOOL I	WESTMEAD WE	ATTOMAL SCHOOL INTERNATIONS
	Surname	Given Name	Middle Initial	Employee Number
Position	WESTME	AD WESTME		WESTMEAD INTERNATIONAL SCHOOL
Office Designation	☐ Registrar's Office	e ☐ Finance Office ☐ VPA	AA 🗆 HRDO 🗆 WASTFI 🗀 L	ibrary 🗆 Others:
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Requested by:		Endorsed by:	Approved b	y:
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Signature of app	olicant INTERNATIONAL	Signature of immediate su	ipervisor Marites	D. Manlongat, PhD
over printed no	ame STMFAD	over printed name	VP for Adm	inistration and Finance
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	STMEAT ATIONAL SCHOO			eights Subd., Alangilan, Batangas Cit PH: (043) 702-6801 / 0961-331-496 Email: westmead.hrd@gmail.coi
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PERSONAL INFORM		ALL WEST WILL	WEST WEST	WESTIME
INTERNATIONAL SCHOOL Full Name	INTERNATIONALS			INTERNATIONAL SCHOOL
EAD WE	Surname	Given Name	MESTME Middle Initial	Employee Number
Position	NATIONAL SCHOOL	INTERNATIONAL SCHOOL I	NTERNATIONAL SCHOOL INTERN	IATIONAL SCHOOL INTERNATION
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Record of Tardiness & Late	e for the Month	SCHOOL INTERNATIONAL		r this month: TERNATIONAL SCHOOL
Requested by:	STMFAD	Endorsed by:	WESTMEAD Approved to	ŷ:TMEAD WESTN
SCHOOL INTERI	NATIONAL SCHOOL	INTERNATIONAL SCHOOL	NTERNATIONAL SCHOOL INTERN	IATIONAL SCHOOL INTERNATION
Signature of app	olicant NACCTAA	Signature of immediate su	ipervisor Marites	D. Manlongat, PhD
	ame	over printed name	ALL VVESLIVE ALL	inistration and Finance