

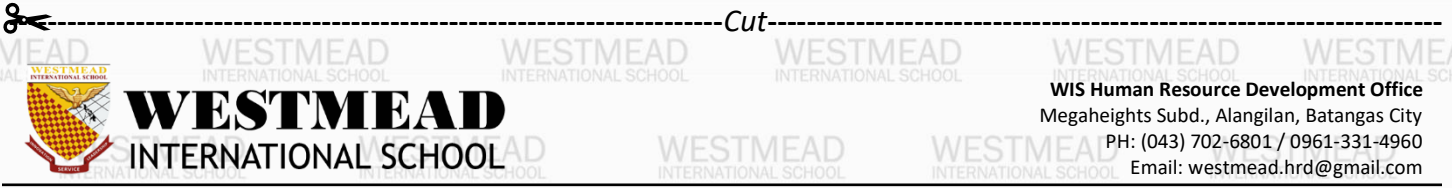


OVERTIME REQUEST FORM

Date of Application:

HRDO Form #002 Series 2023

PERSONAL INFORMATION			
Full Name	Surname		Employee Number
	Given Name		Middle Initial
Position			
Office Designation	<input type="checkbox"/> Registrar's Office <input type="checkbox"/> Finance Office <input type="checkbox"/> VPAA <input type="checkbox"/> HRDO <input type="checkbox"/> WASTFI <input type="checkbox"/> Library <input type="checkbox"/> Others: _____		
OVERTIME HOURS RENDERED			
DATE	INCLUSIVE PERIOD		TASK(S)
	FROM	TO	
TO BE FILLED-UP BY THE HRDO			
Cut-off Period	Total number of hours rendered:		
Record of Tardiness & Late for the Month	Total allowed hours left for this month:		
Requested by:	Endorsed by:	Approved by:	
_____ <i>Signature of applicant over printed name</i>	_____ <i>Signature of immediate supervisor over printed name</i>	_____ Marites D. Manlongat, PhD <i>VP for Administration and Finance</i>	



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