QUINAS UNIVERSITY OF LEGAZPI

Human Resource Management Office

Rawis, Legazpi City

AQUINAS UNIVERSITY OF LEGAZPI

"Vita Veritatis Et Amoris Ex Gratitudine"

.... service is our Mission

PERMIT TO RENDER OVERTIME

"A Life of Truth and of Love out of Gratitude"

Human Resource Management Office

Rawis, Legazpi City

"Vita Veritatis Et Amoris Ex Gratitudine" "A Life of Truth and of Love out of Gratitude"

Payment shall be made upon the submission of accomplishment

report with a photocopy of DTR.

.... service is our Mission

PERMIT TO RENDER OVERTIME

Date of filling		Date of filling	
Name of Employee		Name of Employee	
Department			
Date(s)		Date(s)	
Inclusive time		Inclusive time	
Total no. of hours		Total no. of hours	
Specific task to perform:		Specific task to perform:	
Justification:		Justification:	
Requesting Head of Office:		Requesting Head of Office:	
Signature over printed name		Signature over printed name	
Recommending Approval:	Approval:	Recommending Approval:	Approval:
JEAN E. CARDIÑO, MAPsy Director		JEAN E. CARDIÑO, MAPsy	
Payment shall be made upon the submission of accomplishment report with a photocopy of DTR.		Director Payment shall be made upon the submission of accomplishment report with a photocopy of DTR.	
AQUINAS UNIVERSI Human Re Human Re "Vita Veritatis Et Amori	esource Management Office Rawis, Legazpi City	AQUINAS UNIVERSI Human Ro "Vita Veritatis Et Amori	esource Management Office Rawis, Legazpi City
"A Life of Truth and of Love out of Gratitude"		"A Life of Truth and of Love out of Gratitude"	
service is our Mission		service is our l	Mission
PERMIT TO RENDER OVERTIME		PERMIT TO RENDER OVERTIME	
Date of filling		Date of filling	
Name of Employee		Name of Employee	
Department		Department	
		Date(s)	
Inclusive time		Inclusive time	
Total no. of hours		Total no. of hours	
Specific task to perform:		Specific task to perform:	
Justification:		Justification:	
Requesting Head of Office:		Requesting Head of Office:	
Signature over printed name		Signatu	ure over printed name
Recommending Approval:	Approval:	Recommending Approval:	Approval:
JEAN E. CARDIÑO, MAPsy Director	-	JEAN E. CARDIÑO, MAPsy Director	

Payment shall be made upon the submission of accomplishment

report with a photocopy of DTR.