



HUMAN RESOURCE MANAGEMENT OFFICE

PERMIT TO RENDER OVERTIME

Date Filed				
Employee's Name				
Department				
Printed Name and Signature of Recommending Officer/Immediate Head				
Date(s) of Overtime	Time		No. Of Hours	Purpose
	From	To		
Date and Time Received by HRMO:			Initial Approval:	
			Head, HRMO-Staff Services	
**IMPORTANT: THE PERMIT TO RENDER OVERTIME MUST BE FILED AT THE HRMO-STAFF SERVICES AT LEAST ONE-HALF (1/2) DAY BEFORE THE SCHEDULED DATE. **				
Original Copy - HRMO				



HUMAN RESOURCE MANAGEMENT OFFICE

OVERTIME CERTIFICATION

The OVERTIME CERTIFICATION indicating the actual overtime rendered during the payroll period and duly certified by the head must be attached to the Daily Time Record (DTR) of the employee and must be submitted to the HUMAN RESOURCE MANAGEMENT OFFICE every 13th and 28th of the month.

Employee's Name			Department	Date Filed	
Date(s) of Overtime	TIME		No. Of Hours	Charged to Department	CERTIFIED BY DEPARTMENT HEAD
	From	To			
TOTAL					
Checked:			Approved:		
			DR. SUSAN T. MOSTAJO Director, HRMO		
DTR Attachment					



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