DOST Regional Office MIMAROPA

Bicutan, Taguig City

Name: Ryan Christopher R. Reyes

Position: PTA I

Official Station: Bicutan, Taguig City

Date: March 24, 2025

REQUEST OF COMPENSATORY TIME OFF

(To be attached as supporting paper to Daily Time record or CSC Form 48)

I. Schedule of Time Off Being Requested:

Date	Time	Number of Hours	Remarks	
March 31, 2024 8:00 AM – 5:00 PM	8	Time Off		
	Total	8		

II. Reference: Evidence of Authorized Overtime Services Rendered Without Pay (Attach copy of authority and evidence of rendition of service/accomplishment report noted by supervisor)

		Project/Purpose
		Conducted the following ICT Preventive Maintenance:
8:00 AM - 5:00 PM	8	1st Quarter 2025
	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM 8

Requested by:

RYAN CHRISTOPHER R REVES

ΡΤΔ Ι

ENGR. JERRY B. MERCADO

Recommending Approval:

Chief SRS

Certified Correct:

JEFFREY D. VARELA

Chief Admin. Officer

Approved by:

DR. MA. JOSEFINA P. ABILA

Regional Director

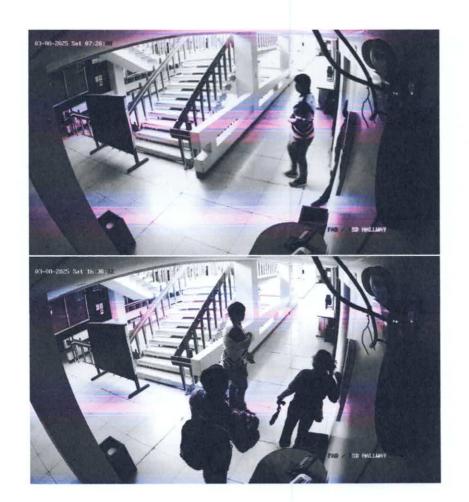
Summary

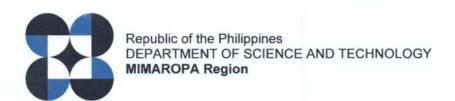
Date	Particulars	Overtime		Offset		Balance		
		Hours	Minutes	Date	Hours	Minutes	Hours	Minutes
March 8, 2025	Conducted the 2025 1st Qrt ICT Preventive Maintenance	8	0	March 31, 2025	8		8	
	TOTAL	8	0		8	0	8	0

Particulars	Hours	Mins
Total Overtime	8	
Offset		
Balance	0	0

Prepared By:

Ryan Christopher R. Reyes Project Technical Assistant I







PERMISSION TO RENDER OVERTIME WORK/ EXTENDED HOURS OF WORK

PURPOSE: To conduct 1st Quarter ICT Preventive Maintenance 2025

EXPECTED OUTPUT: Ensured all computers and printers are clean and in good condition.

DATE: March 8, 2025

TIME FROM: 8:00am

TO: 5:00pm

REQUESTED BY:

APPROVED BY:

RYAN CHRISTOPHER R. REYES

EMPLOYEE

ENGR. JERRY MERCADO Immediate Supervisor/Regional Director

Office file: