

**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)

| Date          | Time              | Number of Hours | Project/Purpose   |
|---------------|-------------------|-----------------|---|
| March 8, 2025 | 8:00 AM – 5:00 PM | 8               | Conducted the following<br>ICT Preventive<br>Maintenance:<br>1 <sup>st</sup> Quarter 2025 |


Requested by:

  
**RYAN CHRISTOPHER R. REYES**  
PTA I

Recommending Approval:

  
**ENGR. JERRY B. MERCADO**  
Chief SRS

Certified Correct:

  
**JEFFREY D. VARELA**  
Chief Admin. Officer

Approved by:

  
**DR. MA. JOSEFINA P. ABILAY**  
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





Republic of the Philippines  
DEPARTMENT OF SCIENCE AND TECHNOLOGY  
**MIMAROPA Region**



**PERMISSION TO RENDER OVERTIME WORK/ EXTENDED HOURS OF WORK**

PURPOSE: To conduct 1<sup>st</sup> 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:

  
**RYAN CHRISTOPHER R. REYES**  
EMPLOYEE

APPROVED BY:

  
**ENGR. JERRY MERCADO**  
Immediate Supervisor/Regional Director

Office file:

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