

## OVERTIME AUTHORIZATION FORM

### INSTRUCTIONS

**This form is used to record overtime work rendered by a staff member in relation to required departmental output for a working day. To guide you on the proper use and processing of overtime work, kindly ensure observance of the following:**

- Output should be agreed by both the personnel rendering overtime and the approving superior – Manager or Supervisor. Agreed output not completed will be paid only upon completion and within applicable payroll period.
- Cut off for filing and submission of overtime forms is every 10<sup>th</sup> and 25<sup>th</sup> of the month. Completed overtime forms should be submitted to the HR Department immediately on the mentioned date.
- Overtime work starts after the prescribed 8-hour work day. All overtime work must be approved in advance by the Supervisor/Manager and must be filed within the day.
- Overtime consummated beyond the allocated three (3) hours per day should have a written request from the Department Head as attachment and should be submitted to the HR Department. Failure to provide a written request will result in uncompensated work on the payroll period covered.
- No overtime work shall be rendered during holidays.

### GENERAL INFORMATION

<b>NAME:</b>		Glenn Patrick B. Cabansag			<b>DEPARTMENT:</b>		IT		
<b>POSITION:</b>		IT Assistant			<b>PERIOD COVERED:</b>		SEPTEMBER 8 – SEPTEMBER 24, 2025		
DATE	TIME IN	TIME OUT	TOTAL	PURPOSE (To be filled-out by the staff)	AGREED OUTPUT (Between office head and employee rendering overtime)	MONITORING STATUS (Kindly check)		MONITORED BY (Manager/Supervisor)  (Signature)	REMARKS
						Completed	Not completed		
SEPTEMBER 8, 2025	17:00	18:00	1 HOUR	CCTV BACK-UP, SECURING SIMULATORS	CCTV BACK-UP, SECURING SIMULATORS	✓			
SEPTEMBER 9, 2025	17:00	18:00	1 HOUR	CCTV BACK-UP, SECURING SIMULATORS	CCTV BACK-UP, SECURING SIMULATORS	✓			
SEPTEMBER 10, 2025	16:00	18:00	2 HOURS	CCTV BACK-UP, SECURING SIMULATORS, POTOTAN SITE	CCTV BACK-UP, SECURING SIMULATORS, POTOTAN SITE	✓			
SEPTEMBER 11, 2025	17:00	18:00	1 HOUR	CCTV BACK-UP, SECURING SIMULATORS	CCTV BACK-UP, SECURING SIMULATORS	✓			
SEPTEMBER 12, 2025	17:00	18:00	1 HOUR	CCTV BACK-UP, SECURING SIMULATORS	CCTV BACK-UP, SECURING SIMULATORS	✓			
SEPTEMBER 13, 2025	14:00	16:00	2 HOURS	CCTV BACK-UP, SECURING SIMULATORS, CHECKING SIMULATORS	CCTV BACK-UP, SECURING SIMULATORS, CHECKING SIMULATORS	✓			

Approved by (Department Head):

Total OT Rendered Checked by:

Glen Aunzo

Signature Over Printed Name

Signature Over Printed Name

### FOR HUMAN RESOURCE DEPARTMENT USE ONLY

<b>INTERNAL</b>	<b>Payroll Schedule:</b>		<b>Date Received:</b>	
	<b>Page No.:</b>		<b>Date Forwarded to Payroll Section:</b>	

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### GENERAL INFORMATION

<b>NAME:</b>		Glenn Patrick B. Cabansag			<b>DEPARTMENT:</b>		IT		
<b>POSITION:</b>		IT Assistant			<b>PERIOD COVERED:</b>		SEPTEMBER 8 – SEPTEMBER 24, 2025		
DATE	TIME IN	TIME OUT	TOTAL	PURPOSE (To be filled-out by the staff)	AGREED OUTPUT (Between office head and employee rendering overtime)	MONITORING STATUS (Kindly check)		MONITORED BY (Manager/Supervisor)  (Signature)	REMARKS
						Completed	Not completed		
SEPTEMBER 15, 2025	15:30	17:00	1 HOUR AND 30 MINUTES	CCTV BACK-UP, SECURING SIMULATORS	CCTV BACK-UP, SECURING SIMULATORS	✓			
SEPTEMBER 16, 2025	15:30	17:00	1 HOUR AND 30 MINUTES	CCTV BACK-UP, SECURING SIMULATORS	CCTV BACK-UP, SECURING SIMULATORS	✓			
SEPTEMBER 17, 2025	15:30	17:00	1 HOUR AND 30 MINUTES	CCTV BACK-UP, SECURING SIMULATORS	CCTV BACK-UP, SECURING SIMULATORS	✓			
SEPTEMBER 18, 2025	16:00	17:00	1 HOUR	CCTV BACK-UP, SECURING SIMULATORS, POTOTAN SITE	CCTV BACK-UP, SECURING SIMULATORS, POTOTAN SITE	✓			
SEPTEMBER 19, 2025	15:30	17:00	1 HOUR AND 30 MINUTES	CCTV BACK-UP, SECURING SIMULATORS	CCTV BACK-UP, SECURING SIMULATORS	✓			
SEPTEMBER 20, 2025	12:00	17:00	5 HOURS	CCTV BACK-UP, SECURING SIMULATORS, POTOTAN SITE	CCTV BACK-UP, SECURING SIMULATORS, POTOTAN SITE	✓			

Approved by (Department Head):

Total OT Rendered Checked by:

Glen Aunzo

Signature Over Printed Name

Signature Over Printed Name

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- No overtime work shall be rendered during holidays.

### GENERAL INFORMATION

<b>NAME:</b>		Glenn Patrick B. Cabansag			<b>DEPARTMENT:</b>		IT		
<b>POSITION:</b>		IT Assistant			<b>PERIOD COVERED:</b>		SEPTEMBER 8 – SEPTEMBER 24, 2025		
DATE	TIME IN	TIME OUT	TOTAL	PURPOSE (To be filled-out by the staff)	AGREED OUTPUT (Between office head and employee rendering overtime)	MONITORING STATUS (Kindly check)		MONITORED BY (Manager/Supervisor)  (Signature)	REMARKS
						Completed	Not completed		
SEPTEMBER 22, 2025	17:00	18:00	1 HOUR	CCTV BACK-UP, SECURING SIMULATORS	CCTV BACK-UP, SECURING SIMULATORS	✓			
SEPTEMBER 23, 2025	17:00	18:00	1 HOUR	CCTV BACK-UP, SECURING SIMULATORS	CCTV BACK-UP, SECURING SIMULATORS	✓			
SEPTEMBER 24, 2025	17:00	18:00	1 HOUR	CCTV BACK-UP, SECURING SIMULATORS	CCTV BACK-UP, SECURING SIMULATORS	✓			

Approved by (Department Head):

Total OT Rendered Checked by:

Glen Aunzo

Signature Over Printed Name

Signature Over Printed Name

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## REQUEST FOR EXTRA OVERTIME

Date: SEPTEMBER 20, 2025

Employee Requesting Overtime Extension: Glenn Patrick B. Cabansag

Employee Title: IT Assistant Department: IT

Purpose of Overtime Work:

POTOTAN SITE ( tasks include installing internet, completing structured cabling, setting up new PCs in  
two rooms, installing CCTV, and handling other finishing requirements.)

Hours requested to be worked in excess of 2 hours: 3 HOURS

Date and time of hours requested to be worked: SEPTEMBER 20,  
2025

12:00 – 17:00

Signed: G l e n A u n z o

Department Head/Supervisor

Date: SEPTEMBER 20, 2025

