



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 10th and 25th 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

NAME:		Joe Feredel B. Cabar			DEPARTMENT:	IT Department		
POSITION:		IT Assistant			PERIOD COVERED:	September 25 - October 7, 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		
09-25-2025	15:30	17:00	1 hr 30 mins	PC troubleshooting, Printer support	PC troubleshooting, Printer support			
09-27-2025	10:30	16:30	5 hrs	Secure CCTV backup,Printer and PC Support, CCTV Troubleshooting and Cabling	Secure CCTV backup,Printer and PC Support, CCTV Troubleshooting and Cabling			
09-29-2025	17:00	18:00	1 hr	Secure CCTV backup and PC and CIS Support	Secure CCTV backup and PC and CIS Support			
09-30-2025	17:00	18:00	1 hr	Secure CCTV backup and Printer Support	Secure CCTV backup and Printer Support			
10-01-2025	17:00	18:00	1 hr	Secure CCTV backup, PC and Printer Support	Secure CCTV backup, PC and Printer Support			
10-02-2025	17:00	18:00	1 hr	Secure CCTV backup, Printer Support, Outlook Support	Secure CCTV backup and Printer Support, Outlook Support			

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

INTERNAL	Payroll Schedule:		Date Received:	
	Page No.:		Date Forwarded to Payroll Section:	



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						Completed		
10-03-2025	17:00	18:00	1 hr	Secure CCTV backup and Outlook Support	Secure CCTV backup and Outlook Support			
10-04-2025	14:00	16:00	2 hrs	Secure CCTV backup and Printer Support,	Secure CCTV backup and Printer Support,			
10-06-2025	15:30	17:00	1 hr 30 mins.	Secure CCTV backup, Printer, Esset license update	Secure CCTV backup, Printer, Esset license update			
10-07-2025	15:30	17:00	1 hr 30 mins.	Secure CCTV backup, Printer Support	Secure CCTV backup, Printer Support			

Approved by (Department Head):

Total OT Rendered Checked by:

GLEN AUNZO

Signature Over Printed Name

Signature Over Printed Name

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