|  | | | Reference No.: BatStateU-FO-HRD-13 | | | | | | | | Effectivity Date: May 18, 2022 | | | | | | Revision No.: 02 | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REQUEST FOR OVERTIME/ADDITIONAL JOB ORDER REQUEST FORM**  **(Central Administration)** | | | | | | | | | | | | | | | | | | |
| **SECTION I:** (THIS SECTION MUST BE COMPLETED BEFORE OVERTIME HOURS HAVE BEEN WORKED) | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | Date: | | September 01, 2025 | |  |
|  | | | | | | | | | | | | | | | |  | |  |
| **Name of Employee/s** | | | | | | | | | | **Position** | | | | | **Status** | | | |
| Mhar Nhel J. Valentin | | | | | | | | | | University Research Associate I | | | | | Contract of Service | | | |
|  | | | | | | | | | | | | | | | | | | |
| Office: | | Office of the Director of STEERHUB | | | | | | | | | | | | |  | | | |
|  | |  | | | | | | | | | | | | |  | | | |
| Dates that work is to be performed: | | | | | | | | September 1,2, 3,4,5,6,7 2025 | | | | | | |  | | | |
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| Estimated number of hours: | | | | | | 31 hours | | | | | | | | |  | | | |
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| Estimated Cost: | | | | ₱6, 164.35 | | | | | | | | | | |  | | | |
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| Fund Source1: | | | | Supplemental | | | | | | | | | | |  | | | |
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| **Task/Activity** | | | | | | | | | | | | | **Justification why task/s cannot be performed during regular working hours** | | | | | |
| Assist in making the trioe hub exist as trioe.dev subdomain. (September 1, 2, 3, 4, and 5). | | | | | | | | | | | | | The tasks cannot be performed for regular working hours due to insufficient workload duration. | | | | | |
| Prepare demo videos of all trioe.dev features for validation presentations. Prepare some endorsement papers and documentation of trioe.dev website. (September 6 and 7) | | | | | | | | | | | | | The tasks cannot be performed for regular working hours due to insufficient workload duration. | | | | | |
|  | | | | | | | | | | | | |  | | | | | |
| Requested by:  N/A    Date: | | | | | | | | | | | | | Reviewed and Approved by:  **Engr. ALBERTSON D. AMANTE**  Vice President for RDES    Date: | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **SECTION II:** VERIFICATION OF ACTUAL OVERTIME WORKED  (Attach to payroll certification prior to submission for payment) | | | | | | | | | | | | | | | | | | |
| Number of Hours Worked: | | | | |  | | | | (Anything above estimated must be re-submitted for approval) | | | | | | | | | |
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| Dates that work was performed: | | | | | | |  | | | | | | | |  | | | |
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| Summary of Accomplishment (use additional sheet when necessary): | | | | | | | | | | | | | | | | | | |
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|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name of  Immediate Supervisor  Date: | | | | | | | | | | |  | | | | | |  |
| **Authority: As per Board of Regents Resolution No. 172, s. 2020 – No supervisor is authorized to permit an employee to earn overtime pay without prior approval of the concerned official/s and Effective on the date stated.** | | | | | | | | | | | | | | | | | | |

Note:

*1 Prior the approval, fund source must be determined by the Budget Office*

*2 For personnel under the Office of the University President, the University President shall review and approve the request.*