

Memo

To: ALL

From: MANAGEMENT

Date: MAY 16, 2023

Re: FILING OF OVER-TIME


Please be informed that filing of over-time should be submitted on or before the actual date of overtime, any late filing will not be acceptable after the payroll cut-off.

Overtime request should have the approval of your Project Manager, with following format;

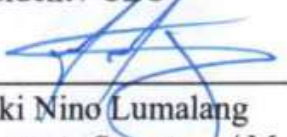
DATE:
PROJECT:
OT HOURS :
REASON FOR OVERTIME:

This is for your strict compliance.


Approved By:




Michael E. Nicos
President / CEO



Nikki Nino Lumalang
Corporate Secretary / Marketing Director



Chloe Vargas
Managing Director



Leilalyn Villanueva
HR