**ARLOU G. MATARO**  
Instructor  
CIT Department

**To:**  
**ANDRESITO G. SOLLOSO, CPA, MBA**  
VP-Admin  
VP-Admin Office

**Subject:** Overtime Justification Letter

Dear Sir,

I am writing to formally document and justify the overtime work I rendered on the following dates:

* **May 26 (Monday)** – 5 hours
* **May 27 (Tuesday)** – 4 hours
* **May 28 (Wednesday)** – 5 hours
* **May 29 (Thursday)** – 5 hours

The overtime was rendered to create and design a program for the upcoming **commencement exercises** on **May 30**. Due to the need for detailed formatting, layout consistency, and final approval for print, it was necessary to extend working hours beyond the regular schedule to meet the event deadline.

I respectfully submit this report for your acknowledgment and approval.

Thank you for your kind consideration.

Respectfully yours,  
**ARLOU G. MATARO**

Checked by:  
**JUNRY T. VALENZUELA**