

## REQUEST FOR OVERTIME

NAME: PAYROLL PERIOD:				SERIAL NUMBER :	
PATROLLPE					
DATE	TIME FROM	TIME TO	TOTAL HOURS		OBJECTIVES
Guard on Duty				Dept. Head/Supervisor	Signature of Employee
Noted by:					Approved by:
HRD / Admin Department					Marie Christine Clemente
,					VP- Operations
					Arch. Ramon T. Pua
					Pres/CEO/COO