

Land Bank of the Philippines
**AUTHORITY TO RENDER OVERTIME (OT)/
 APPROVED OVERTIME (OT) EXEMPTION**

This is to authorize Ms. _____ of Retail Banking Systems Department to render overtime service on the following days of the week:

Date	Authorized Time	Actual OT Rendered						Tasks to be Accomplished/ Actual Accomplishments (Please attach additional sheet, if necessary)	Authorized By (Immediate Supervisor)
		Actual Time		OT Rate					
				1.25		1.50			
		Start	Finish	Hrs.	Min.	Hrs.	Min.		
									(Supervisor's Name) Designation, RBSD
*****NOTHING FOLLOWS*****									
TOTAL									

*****NOTHING FOLLOWS*****

I declare under penalties of perjury that all time entries and mathematical computations are correct	This is to certify that the above-named employee was authorized to render overtime service(s) on the date(s) indicated herein, including those rendered beyond the prescribed OT hour limit pursuant to existing Bank's policies on overtime rendition.
Employee's Signature	GRACE OFELIA LOVELY V. DAYO VP/HEAD, RETAIL BANKING SYSTEMS DEPARTMENT

NOTES:

- Accomplish this form for approval by the immediate supervisor and Dept./Unit Head prior to and after OT rendition.
- Submit this form to your Unit Timekeeper as follows:
 - Every Monday of the following week - for OT services rendered from Monday to Sunday of the previous week
 - 1st banking day of the following month - for OT services rendered during the last remaining day(s) of the previous month
- OT services rendered in the following cases may be authorized by the Dept./Unit Head whenever necessary, provided certified/justified by the immediate supervisor:
 - OT beyond 3 hours during regular working days or beyond 8 hours during weekends/holidays/day-off
 - Exemption from the 30-minute break after the official time schedule
 - Less than 1-hour meal break during weekend/holiday/day-off
 - Tardy for more than 25 minutes during a regular working day
 - Absent the day prior to OT rendition on weekend/holiday/day-off
- OT rendered for the month exceeding 60 hours shall be approved by the Group Head concerned.