

	QM BUILDERS
	Department : Human Resource
	Form Title: Special Order Request

(To be filled-up by Supervisors/Head/Managers/Office Staffs only)

Date: _____

Name of Employee/s: _____

Instructions:

1. Please check appropriate box with written purpose or details at the bottom.
2. Attach necessary documents (e.g. Overtime request, Leave of Absence Application Form, etc.)
3. Submit copies to Human Resources Department and Project Management a day before the effectivity.
4. For strict compliance. Strictly follow items 1-3.

<input type="checkbox"/>	OVERTIME REQUEST <i>(attached Overtime Request form)</i>
Purpose (indicate in details): _____	
Date required: _____	
Project/Work Assignment: _____	
Place of Project/Work Assignment: _____	
<input type="checkbox"/>	RENDER WORK ON SPECIAL DAYS <i>(holidays, special holidays, rest days)</i>
Purpose (indicate in details): _____	
Date required: _____	
Project/Work Assignment: _____	
Place of Project/Work Assignment: _____	
<input type="checkbox"/>	CASE-CASE BASIS <i>(e.g. work while unit is under repair, requesting for assistance, office correspondence, and other related matters)</i>
Purpose (indicate in details): _____	
Date required: _____	
Project/Work Assignment: _____	
Place of Project/Work Assignment: _____	

Ordered by (name & signature):

Approved by:

MIGUEL D. CUI
HRD-Manager

and/or

Project Management

Noted by:

ALLAN B. QUIRANTE
General Manager