(PHILIPPINES OFFICE – MANILA)

**REQUEST TO WORK OVERTIME (RWO)**

**REF. NO: RTW-GOLD-19-00210**

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| **EMPLOYEE NAME** | **DATE OF O.T.** | **ACTUAL TIME** | | **REASON** | **TOTAL HOURS** |
| **FROM** | **TO** |
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DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREPARED BY: APPROVED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PHILIPPINES OFFICE – MANILA)

**OVERTIME SLIP (OTS)**

**REF. NO: OTS-GOLD-19-0021**

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| **EMPLOYEE NAME** | **DATE OF O.T.** | **ACTUAL TIME** | | **REASON** | **TOTAL HOURS** |
| **FROM** | **TO** |
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DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREPARED BY: APPROVED BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_