



“Vita Veritatis Et Amoris Ex Gratitudine”

“ A Life of Truth and of Love out of Gratitude”

..... service is our Mission

PERMIT TO RENDER OVERTIME

Date of filling _____

Name of Employee _____

Department _____

Date(s) _____

Inclusive time _____

Total no. of hours _____

Specific task to perform: _____

Justification: _____

Requesting Head of Office:

Signature over printed name

Recommending Approval:

Approval:

JEAN E. CARDIÑO, MAPsy
Director

Payment shall be made upon the submission of accomplishment report with a photocopy of DTR.



“Vita Veritatis Et Amoris Ex Gratitudine”

“ A Life of Truth and of Love out of Gratitude”

..... service is our Mission

PERMIT TO RENDER OVERTIME

Date of filling _____

Name of Employee _____

Department _____

Date(s) _____

Inclusive time _____

Total no. of hours _____

Specific task to perform: _____

Justification: _____

Requesting Head of Office:

Signature over printed name

Recommending Approval:

Approval:

JEAN E. CARDIÑO, MAPsy
Director

Payment shall be made upon the submission of accomplishment report with a photocopy of DTR.



“Vita Veritatis Et Amoris Ex Gratitudine”

“ A Life of Truth and of Love out of Gratitude”

..... service is our Mission

PERMIT TO RENDER OVERTIME

Date of filling _____

Name of Employee _____

Department _____

Date(s) _____

Inclusive time _____

Total no. of hours _____

Specific task to perform: _____

Justification: _____

Requesting Head of Office:

Signature over printed name

Recommending Approval:

Approval:

JEAN E. CARDIÑO, MAPsy
Director

Payment shall be made upon the submission of accomplishment report with a photocopy of DTR.



“Vita Veritatis Et Amoris Ex Gratitudine”

“ A Life of Truth and of Love out of Gratitude”

..... service is our Mission

PERMIT TO RENDER OVERTIME

Date of filling _____

Name of Employee _____

Department _____

Date(s) _____

Inclusive time _____

Total no. of hours _____

Specific task to perform: _____

Justification: _____

Requesting Head of Office:

Signature over printed name

Recommending Approval:

Approval:

JEAN E. CARDIÑO, MAPsy
Director

Payment shall be made upon the submission of accomplishment report with a photocopy of DTR.