



107PC

Republic of the Philippines  
 Department of Science and Technology  
**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM - MAIN CAMPUS**  
 Agham Road, Diliman, Quezon City  
 Tel. Fax Nos. 929-1606/929-2271

### AUTHORITY TO RENDER OVERTIME

Date Prepared _____				
Unit/Division _____				
<b>NAME/S OF EMPLOYEES AUTHORIZED TO RENDER OVERTIME</b>				
<b>WORK PROGRAM</b>				
Activities to be Accomplished	Estimated Quantity	Estimated Time Needed	Period Covered	Person/s Assigned
<b>Requested by:</b> _____ Unit Head	<b>CONDITIONS:</b> The above name/s are hereby authorized to render overtime, subject to the following: 1. The overtime work shall be rendered only after the authority to render overtime services has been issued. 2. That overtime shall be personally supervised by duly designated overtime supervisor. 3. That funds are available for the purpose (those with DSM approval) 4. Overtime pay should not exceed fifty percent (50%) of employee's annual salary. 5. Compensatory Overtime Credits (COC) should not exceed 40 hours in a month.			
<b>Recommending Approval</b> _____ Division Chief				
<b>Approved by:</b> _____ Director	<b>DAYS:</b> _____	<b>HOURS:</b> _____		

*Note: Only approved/authorized overtime shall be processed by the HRM Office.*

<input type="checkbox"/> = Entitled to CTO subject to its Implementing Rules and Regulations.
<input type="checkbox"/> = Not entitled to CTO due to _____
VIRGINIA P. ANDRES
Date _____