



**PHILIPPINE SCIENCE HIGH SCHOOL MAIN CAMPUS**  
**Human Resource and Management Office**

**REQUEST FOR CHANGE OF OFFICIAL TIME**

Name of Employee: \_\_\_\_\_

Unit : \_\_\_\_\_

Date Requested : \_\_\_\_\_

<b>SCHEDULE</b>			
<b>FROM</b>		<b>TO</b>	
<b>DATE &amp; DAY</b>	<b>TIME</b>	<b>DATE &amp; DAY</b>	<b>TIME</b>
<b>Reason/s:</b>			

**Recommending Approval:**

**Approved By:**

\_\_\_\_\_  
**Name & Signature of Unit Head**

\_\_\_\_\_  
**Name & Signature Division Chief**

Date: \_\_\_\_\_

Date: \_\_\_\_\_