



AUTHORITY TO RENDER OVERTIME

Date Prepared :				
Unit/Division :				
NAME/S OF EMPLOYEES AUTHORIZED TO RENDER OVERTIME				
WORK PROGRAM				
Activities To Be Accomplished	Estimated Quantity	Estimated Time Needed	Period Covered	Person/s Assigned
Requested by: <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Unit Head</p>	CONDITIONS: 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 DBM 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.			
Recommending Approval: <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Division Chief</p>				
Approved by: <u>Lawrence V. Madriaga, PhD</u> Director	DAYS: _____	HOURS: _____		

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

[] = Entitled to CTO subject to its Implementing Rules and Regulations.

[] = Not entitled to CTO due to _____

Lawrence V. Madriaga PhD Date: _____
 Campus Director