



PHILIPPINE GENERAL HOSPITAL
The National University Hospital
University of the Philippines Manila
HUMAN RESOURCE DEVELOPMENT DIVISION
Taft Avenue, Manila
PHIC- Accredited Health Care Provider
ISO 9001 Certified

REQUEST FOR OVERTIME SERVICES
(For Compensatory Overtime Credit)

Requesting Unit/Office:

Personnel Authorized to Render Overtime: 1. 2. 3. 4. 5.	For the Period : _____ Tasks to be Performed:
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Requested by: _____ Date: _____ Endorsed by: _____ Date: _____
Immediate Supervisor Head of Unit

Personnel Clearance: _____ Action on the Request:
APPROVED/DISAPPROVED
For the Director

Chief, HRDD _____ DDA/DDFS/DDHO/DDN _____ Date: _____



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