PGH Form No. Q-073003 Rev. 01 Eff. 15 January 2014



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)

·	compensatory Overtime Credity	
Requesting Unit/Office:		
Personnel Authorized to Render Overtime:	For the Period:	
1. 2. 3. 4. 5.	Tasks to be Performed:	
Requested by:	Endorsed by:	
Date: Immediate Supervisor	Head of Unit	Date:
Personnel Clearance:	Action on the Request: APPROVED/DISAPPROVED For the Director	
Date: Chief, HRDD	DDA/DDFS/DDHO/DDN	Date:
REQUES	- Accredited Health Care Provider ISO 9001 Certified T FOR OVERTIME SERVICES Compensatory Overtime Credit)	
Requesting Unit/Office:		
Personnel Authorized to Render Overtime:	For the Period :	
2. 3. 4. 5.	Tasks to be Performed:	
Requested by:	Endorsed by:	
Date:	Head of Unit	Date:
Personnel Clearance:	Action on the Request: APPROVED/DISAPPROVED For the Director	

DDA/DDFS/DDHO/DDN

Date: __

Chief, HRDD

Date: __