**REQUEST FOR APPROVAL OF EMERGENCY OVERTIME/EXTENDED SERVICES**

Date:

Permanent Temporary Contractual Job Order Lecturer/Part-Timer

With pay CTO Service credit

Name/s:

College/Unit:

Position:

Date and time of rendition:

Reason/s:

|  |  |
| --- | --- |
| Specific job to be done | Output |
|  |  |

Requested by: Concurred:

Immediate Supervisor Employee/s

Date:

Checked: Funds Available: (Php )

Head, Payroll Services Unit Director, Finance

Date:

Recommending Approval:

VPAA/VPA/VPRIE

Approved:

Vice President for Administration