



**HUMAN RESOURCES DEVELOPMENT**

Archbishop Gabriel M. Reyes St.  
5600 Kalibo, Aklan, Philippines

**OFFICE OVERTIME ORDER**

TO: \_\_\_\_\_  
(Employee's Name)

FROM: \_\_\_\_\_  
(Department Head/Immediate Head)

DATE SCHEDULED: \_\_\_\_\_

HOURS AUTHORIZED: \_\_\_\_\_

HOURS REQUESTED: \_\_\_\_\_

BASIC SALARY: \_\_\_\_\_

**JOB ORDER** (to be accomplished by the Head)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NON COMPENSATORY

OT SERVICE WITH PAY

COMPENSATORY TIME/DAY OFF

**REASONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED AND APPROVED BY:

Noted:

\_\_\_\_\_  
(Department Head/Immediate Head)

**ELEONOR R. TEOPY**  
HRD Officer