



Central Philippine University  
 Jaro, Iloilo City, Philippines  
 HUMAN RESOURCE DEVELOPMENT OFFICE  
 Tel. No. 63 33 3291971 local 1035; 63 33 3296053

**OVERTIME AUTHORIZATION FORM**

Unit/Department: \_\_\_\_\_

Date: \_\_\_\_\_

The following are authorized to work overtime:

Name	Designation	Inclusive Date/s	Time	Work to be done	Signature

Supervisor Authorizing Overtime:

Approved by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name & Signature

Date

VP\_\_\_\_\_ / President

Date

**Instruction:** To be accomplished in **two (2) copies**. Approved form to be submitted to HRD with **DTR**.

CPU-HRD-Form 65  
 Rev 02 Effectivity: June 1, 2024



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