

Central Philippine University Jaro, Iloilo City, Philippines HUMAN RESOURCE DEVELOPMENT OFFICE

Tel. No. 63 33 3291971 local 1035; 63 33 3296053

OVERTIME AUTHORIZATION FORM

	The following a	are authorized to	work over	time:	
Name	Designation	Inclusive Date/s	Time	Work to be done	Signature
Supervisor Authorizing Over	rtime:		Approv	ved by:	
Name & Signature		Date	VP	/ President	Date
Instruction: To be accor					
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	Jaro HUMAN RES Tel. No. 63 3	, Iloilo City, Phili SOURCE DEVELOI	ppines PMENT OFFIC 63 33 3296053		
Unit/Department:	Jaro HUMAN RES Tel. No. 63 3	, Iloilo City, Phili SOURCE DEVELOI 13 3291971 local 1035, E AUTHORIZA	ppines PMENT OFFIG 63 33 3296053 TION FOR		
Unit/Department:	Jaro HUMAN RES Tel. No. 63 3	, Iloilo City, Phili SOURCE DEVELOI 13 3291971 local 1035, E AUTHORIZA	ppines PMENT OFFIG 63 33 3296053 TION FOR	RM Date:	
Unit/Department: Name	Jaro HUMAN RES Tel. No. 63 3	, Iloilo City, Phili SOURCE DEVELOI 3 3291971 local 1035, E AUTHORIZA	ppines PMENT OFFIG 63 33 3296053 TION FOR	RM Date:	Signature
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Instruction: To be accomplished in **two (2) copies**. Approved form to be submitted to HRD with **DTR.**