



Republic of the Philippines
Provincial Government of Bulacan
City of Malolos

AUTHORITY TO RENDER OVERTIME
(For Overtime Services that can be scheduled prior to its rendition)

Department/Section: _____

Date of Request: _____

Activities To Be Done	Reasons	Employees to Render OT	No. of Man-hours Needed	Date and Time	Remarks

Requested by:

Approved by:

(Chief of Office)

CYNTHIA P. ABIOL
PHRMO

OTF3



Republic of the Philippines
Provincial Government of Bulacan
Malolos

**INDIVIDUAL OVERTIME ACCOMPLISHMENT REPORT
(For Employees on Regular Schedule)**

Employee Name: _____ Department and Section: _____ For the Month of: _____

Job Performed and Reason	Date	Time	No. of Hours	Multiplier	Remarks (PHRMO)

Submitted by: _____

Certified Correct: _____

Checked by: _____

(Employee)

(Division Chief)

(Chief-of-office)

(HRMO Staff)

OTF2



Republic of the Philippines
Provincial Government of Bulacan
Malolos

GROUP OVERTIME ACCOMPLISHMENT REPORT

Activity / Job Accomplished	Employees Who Rendered Overtime	Date and Time	Remarks
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Submitted by:

(Chief of Office)

Approved by:

CYNTHIA P. ABIOL
PHRMO

OTF2



Republic of the Philippines
Provincial Government of Bulacan
Malolos

GROUP OVERTIME ACCOMPLISHMENT REPORT

Activity / Job Accomplished	Employees Who Rendered Overtime	Date and Time	Remarks

Submitted by:

(Chief of Office)

Approved by:

CYNTHIA P. ABIOL
PHRMO