Republic of the Philippines DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT Macapagal Government Center, Maimpis, City of San Fernando, Pampanga

STATEMENT OF OVERTIME SERVICES RENDERED

Months/s:

REGULAR WORKING DAYS							SATURDAYS / SUNDAYS / HOLIDAYS						
DATE	AM PM				NO. OF	NO. OF	DATE AM			1 PM			NO. OF
	IN	OUT	IN	OUT	HOURS	MINUTES	DATE	IN	OUT	IN	OUT	HOURS	MINUTES
			-										
Sub total							Sub total						
TOTAL		1		l	1		TOTAL		l		l		l
Rate/Hour:			hours x 125% =				Rate/Hour:			hours x 150% =			
Rate/Min:			Mins x 125% =			Rate/Min:				Mins x 150% =			
Salary/Mo:			TOTAL =			Salary/Mo:				TOTAL =			
												_	

Employee's Signature

APPROVED FOR PAYMENT in the amount_____ of the above expenses having benn incurred under my authority in interest of public service and the charge of being just and reasonable, as verily believable.

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Immediate Supervisor