HRMO Form SS-006
Rev. 06.01.2007

De La Salle University - Dasmariñas
HUMAN RESOURCE MANAGEMENT OFFICE

PERMIT TO RENDER OVERTIME

Date of Filing _____
Department/Office _____
Name of Employee _____
Recommending Officer/Immediate Head

_____
Printed Name and Signature

Date of Overtime	From	To	Purpose

Received by:

_____
HR Assistant

Initial approval:

EUGENIA S. LONTOC
Head, Staff Services

The permit to render ovetime must be filed at the HRMO at least one-half (½) day before the scheduled date

(HRMO Copy)

pls. cut this area

HRMO Form SS-007
Rev. 06.01.2007

De La Salle University - Dasmariñas
HUMAN RESOURCE MANAGEMENT OFFICE

OVERTIME CERTIFICATION

Date of Filing _____
Department/Office _____
Name of Employee _____
Certified by:

_____
Printed Name and Signature of Immediate/Unit/Section Head

Date of Overtime	From	To	No of Hrs.	Purpose
		Total		

Checked by:

ARLENE N. HAYAG
Staff Services Assistant

Approved:

DR. VENICRIS M. ALONSOZANA
Director

*****The overtime certification indicating the actual overtime and duly certified by the head must be filed at the end of every pay period*****

(To be attached to the DTR)