

	<b>LA SALLE UNIVERSITY</b> Ozamiz City	<b>HUMAN RESOURCES          DEVELOPMENT          CENTER</b>	Document No. <b>VPSS-HRDC-016</b>
			Issue No.
	Document Title: <b>OVERTIME AUTHORIZATION SLIP</b>		Effective Date: January 26, 2024

	<b>LA SALLE UNIVERSITY</b> Ozamiz City	<b>HUMAN RESOURCES          DEVELOPMENT          CENTER</b>	Document No. <b>VPSS-HRDC-016</b>
			Issue No.
	Document Title: <b>OVERTIME AUTHORIZATION SLIP</b>		Effective Date: January 26, 2024

ID No. \_\_\_\_\_ DATE: \_\_\_\_\_  
 NAME & SIGNATURE: \_\_\_\_\_  
 POSITION/DEPT. \_\_\_\_\_  
 CHARGE TO: \_\_\_\_\_  
 FUND / BUDGET ITEM: \_\_\_\_\_

ID No. \_\_\_\_\_ DATE: \_\_\_\_\_  
 NAME & SIGNATURE: \_\_\_\_\_  
 POSITION/DEPT. \_\_\_\_\_  
 CHARGE TO: \_\_\_\_\_  
 FUND / BUDGET ITEM: \_\_\_\_\_

Date of Overtime	Work to be Done / Purpose

Date of Overtime	Work to be Done / Purpose

OVERTIME REQUESTED BY:

\_\_\_\_\_  
 Office Head

Recommending Approval:

\_\_\_\_\_  
 MOTHER UNIT

\_\_\_\_\_  
**MS. DONNABEL D. BALASE**  
 Cost and Budget Officer

Approved:

**DR. DARYL F. QUINCO**  
 Director, HRDC

OVERTIME REQUESTED BY:

\_\_\_\_\_  
 Office Head

Recommending Approval:

\_\_\_\_\_  
 MOTHER UNIT

\_\_\_\_\_  
**MS. DONNABEL D. BALASE**  
 Cost and Budget Officer

Approved:

**DR. DARYL F. QUINCO**  
 Director, HRDC