

January 26, 2024

LA SALLE UNIVERSITY Ozamiz City

HUMAN RESOURCES DEVELOPMENT CENTER

Document No. VPSS-HRDC-016 Issue No.

Document Title:

OVERTIME AUTHORIZATION SLIP

Effective Date:

January 26, 2024

Date of Overtime Date of Overtime Work to be Done / Purpose	ID No NAME & SIGNATURE: POSITION/DEPT CHARGE TO:	
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 Form		
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MOTHER UNIT MS. DONNABEL D. BALASE Cost and Budget Officer Approved: DR. DARYL F. QUINCO Director, HRDC Overtime Form	Office Head	
Approved: DR. DARYL F. QUINCO Director, HRDC Overtime Form	Recommending Approval:	
DR. DARYL F. QUINCO Director, HRDC Overtime Form	MOTHER UNIT	
Director, HRDC Overtime Form	Approved:	
	Overtime Form Version 3 – 2024	



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MOTHER UNIT	MS. DONNABEL D. BALASE Cost and Budget Officer

Approved:

DR. DARYL F. QUINCO

Director, HRDC

Overtime Form

Version 3 – 2024 January 26, 2024