PERMISSION TO STAY BEYOND OFFICIAL WORKING HOURS

	Unit:	
Inclusive Date/s:	Time:	
Reason/s:		
Recommending Approval/Dis	sapproval:	(Signature)
·	Noted:	(-8.1.1.1)
	VICTO	RIA T. CANAPE-BELEGAL
Note:		Head, CDMO
an employee will be wor	p if the extension of working hours will be beyond 6:30 p.m., durin rking on Saturdays, Sundays and Holidays. 5: 1 will be given to CDMO; 1 for security guard; 1 will be retained to CRITY GUARD ON DUTY	
TIME IN :	TIME OUT :	
	SIGNATURE	
		UPOU CC/AO Farma Na C
PERMIS	University of the Philippines OPEN UNIVERSITY UPOU Headquarters, Los Baños, Laguna SSION TO STAY BEYOND OFFICIAL WO	UPOU-GS/AO Form No. 6 DRKING HOURS
	OPEN UNIVERSITY UPOU Headquarters, Los Baños, Laguna	ORKING HOURS
Name:	OPEN UNIVERSITY UPOU Headquarters, Los Baños, Laguna SSION TO STAY BEYOND OFFICIAL WO Unit:	ORKING HOURS
Name:	OPEN UNIVERSITY UPOU Headquarters, Los Baños, Laguna SSION TO STAY BEYOND OFFICIAL WO Unit:	ORKING HOURS
Name:	OPEN UNIVERSITY UPOU Headquarters, Los Baños, Laguna SSION TO STAY BEYOND OFFICIAL WO Unit:	ORKING HOURS
Name: Inclusive Date/s: Reason/s:	OPEN UNIVERSITY UPOU Headquarters, Los Baños, Laguna SSION TO STAY BEYOND OFFICIAL WO Unit: Time: Disapproval:	ORKING HOURS
Name: Inclusive Date/s: Reason/s:	OPEN UNIVERSITY UPOU Headquarters, Los Baños, Laguna SSION TO STAY BEYOND OFFICIAL WO Unit: Time: Disapproval: Noted:	ORKING HOURS (Signature)
Name: Inclusive Date/s: Reason/s: Recommending Approval/D	OPEN UNIVERSITY UPOU Headquarters, Los Baños, Laguna SSION TO STAY BEYOND OFFICIAL WO Unit: Time: Noted: VICTORIA T. C.	DRKING HOURS

- 1. This form should be filled-up if the extension of working hours will be beyond 6:30 p.m., during regular days. The same form will be used in an employee will be working on Saturdays, Sundays and Holidays.
- 2. **To be prepared in 3 copies:** 1 will be given to CDMO; 1 for security guard; 1 will be retained to the unit concerned.

TO BE FILLED UP BY THE SECURITY GUARD ON DUTY

TIME IN :	TIME OUT :
REMARKS:	SIGNATURE