



University of the Philippines

**OPEN UNIVERSITY**

UPOU Headquarters, Los Baños, Laguna

**PERMISSION TO STAY BEYOND OFFICIAL WORKING HOURS**

Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Inclusive Date/s: \_\_\_\_\_ Time: \_\_\_\_\_

Reason/s: \_\_\_\_\_

Action Taken: Approval/Disapproval

Noted:

(Signature)

**VICTORIA T. CANAPE-BELEGAL**

Head, CDMO

**Note :**

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 if 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 \_\_\_\_\_



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