PERMISSION TO STAY BEYOND OFFICIAL WORKING HOURS

Name:	Unit:		
Inclusive Date/s:	Time:		
Action Taken: Approval/Disapprov	al		
	Noted:	(Signature)	
	 Victori	A T. CANAPE-BELEGAL	
Note:		Head, CDMO	
	n Saturdays, Sundays and Holidays. De given to CDMO; 1 for security guard; 1 will be retained to the DARD ON DUTY	e unit concerned.	
TIME IN :	TIME OUT :		
REMARKS.	SIGNATURE		
	University of the Philippines	UPOU-GS/AO Form No. 6	
PERMISSIO	OPEN UNIVERSITY UPOU Headquarters, Los Baños, Laguna ON TO STAY BEYOND OFFICIAL WOI	RKING HOURS	
Name:	Unit:		
Inclusive Date/s:	Time:		
Reason/s:			
Action Taken: Approval/Disappro	val		
	Noted:	(Signature)	
	Noted: VICTORIA T. CA	NAPE-BELEGAL	
Note:		Head, CDMO	
	extension of working hours will be beyond 6:30 p.m., during r	regular days. The same form will be used if	

- 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