HRD
HUMAN RESOURCE DEPARTMENT
LEON GUINTO MEMORIAL COLLEGE INC.

OVERTIME REQUEST APPROVAL FORM

HRAS Form No. 011-24

This section is to be filled out by the employee.

EMPLOYEE NAME (LAST NAME) (FIRST NAME) (MIDDLE INITIAL)	JOB TITLE	DATE FORM COMPLETED (MM) / (DD) / (YYYY)

DEPARTMENT	EXPECTED TIME FROM	EXPECTED TIME TO	APPROVED HOURS	EXPECTED DATE DATE	EXPECTED DATE DAY (MON)
	___:___ ○AM ○PM	___:___ ○AM ○PM	_____ HRS	(MM) / (DD) / (YYYY)	

REASON/PURPOSE OF OVERTIME
Please provide an explanation of the work that requires to be done.

	EMPLOYEE'S SIGNATURE OVER PRINTED NAME

This section is to be filled out by the supervisor for recommending approval.

IMMEDIATE SUPERVISOR/DEPARTMENT HEAD (LAST NAME) (FIRST NAME) (MIDDLE INITIAL)	SUPERVISOR SIGNATURE	DATE OF APPROVAL (MM) / (DD) / (YYYY)

This section is to be filled out by the guard on duty. This form must be forwarded to the HR Department the following day.

ACTUAL TIME RENDERED

DATE AUTHORIZED (JAN. 01, 2023, MONDAY)	TIME IN ___:___ ○AM ○PM	TIME OUT ___:___ ○AM ○PM	ACTUAL TOTAL NO. OF HOURS _____ HRS	GUARD ON DUTY'S NAME (LAST NAME) (FIRST NAME) (MIDDLE INITIAL)	GUARD ON DUTY'S SIGNATURE

AUDITOR'S COPY

CONTROL NO:

HRD
HUMAN RESOURCE DEPARTMENT
LEON GUINTO MEMORIAL COLLEGE INC.

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DEPARTMENT	EXPECTED TIME FROM	EXPECTED TIME TO	APPROVED HOURS	EXPECTED DATE DATE	EXPECTED DATE DAY (MON)
	___:___ ○AM ○PM	___:___ ○AM ○PM	_____ HRS	(MM) / (DD) / (YYYY)	

REASON/PURPOSE OF OVERTIME
Please provide an explanation of the work that requires to be done.

	EMPLOYEE'S SIGNATURE OVER PRINTED NAME

This section is to be filled out by the supervisor for recommending approval.

IMMEDIATE SUPERVISOR/DEPARTMENT HEAD (LAST NAME) (FIRST NAME) (MIDDLE INITIAL)	SUPERVISOR SIGNATURE	DATE OF APPROVAL (MM) / (DD) / (YYYY)

This section is to be filled out by the guard on duty. This form must be forwarded to the HR Department the following day.

ACTUAL TIME RENDERED

DATE AUTHORIZED (JAN. 01, 2023, MONDAY)	TIME IN ___:___ ○AM ○PM	TIME OUT ___:___ ○AM ○PM	ACTUAL TOTAL NO. OF HOURS _____ HRS	GUARD ON DUTY'S NAME (LAST NAME) (FIRST NAME) (MIDDLE INITIAL)	GUARD ON DUTY'S SIGNATURE

HRD COPY

CONTROL NO:

HRD HUMAN RESOURCE DEPARTMENT LEON GUINTO MEMORIAL COLLEGE INC. **OVERTIME SUMMARY SLIP**

EMPLOYEE NAME (LAST NAME) (FIRST NAME) (MIDDLE INITIAL)	BASIC SALARY ₱ _____	HOURLY RATE ₱ _____	TOTAL OF ACTUAL O.T _____ HRS

REASON/PURPOSE OF OVERTIME: Please provide an explanation of the work that requires to be done.

	SUPERVISOR SIGNATURE:

ACTUAL TIME RENDERED

DATE AUTHORIZED (JAN. 01, 2023, MONDAY)	TIME IN ___:___ ○AM ○PM	TIME OUT ___:___ ○AM ○PM	ACTUAL TOTAL NO. OF HOURS _____ HRS	GUARD ON DUTY'S NAME (LAST NAME) (FIRST NAME) (MIDDLE INITIAL)	GUARD ON DUTY'S SIGNATURE

EMPLOYEE'S COPY

CONTROL NO:

HRD
HUMAN RESOURCE DEPARTMENT
LEON GUINTO MEMORIAL COLLEGE INC.

INSTRUCTIONS

- No overtime will be paid unless this form has been completed before working overtime. In the event of an emergency, the form must be completed on the same day the overtime is worked. Overtime is paid only when forty hours have been worked within one normal week under the law (**Art. 87 Overtime Pay of the Labor Code of the Philippines**).
  Walang bayad na overtime maliban kung ang form na ito ay napunan bago mag-overtime. Sa kaso ng emergency, ang form ay kailangang mapunan sa araw ng pag-overtime. Ang overtime ay binabayaran lamang kapag apatnapung (40) oras kang nagtrabaho sa loob ng isang linggo alinsunod sa batas (Art. 87 Overtime Pay ng Labor Code ng Pilipinas)
- The **supervisor** determines if the employee should work overtime, particularly in urgent situations.
  Ang supervisor ang magpapasya kung ang empleyado ay kailangang mag-overtime, lalo na sa mga agarang sitwasyon.
- The **security guard on duty** will be responsible for monitoring the clock-in and clock-out times of personnel. Additionally, he or she will submit the form to the **Accounting Department** and **HR Department** the next day for audit purposes and overtime computation process.
  Ang guwardiya na naka-duty ang magiging responsable sa pag-monitor ng oras ng pagpasok at pag-uwi ng mga tauhan. Karagdagan pa, siya ang magsusumite ng form sa Accounting Department at HR Department kinabukasan para sa auditing at pag-compute ng overtime.
- The approved overtime hours by the supervisor, will be counted for the overtime computation. Hours and/or minutes **exceeding the approved expected time will not be included** in the calculation of overtime pay.
  Ang inaprubahang oras ng overtime ng superbisor ay isasama sa pagkalkula ng overtime pay. Ang mga oras at/o minuto na lumampas sa inaprubahang takdang oras ay hindi isasama sa pagkalkula ng overtime pay.

HRD
HUMAN RESOURCE DEPARTMENT
LEON GUINTO MEMORIAL COLLEGE INC.

OVERTIME COMPUTATION

This section is to be filled out by the authorized HR personnel.

EMPLOYEE NAME (LAST NAME) (FIRST NAME) (MIDDLE INITIAL)	BASIC SALARY ₱ _____	HOURLY RATE ₱ _____	TOTAL OF ACTUAL O.T _____ HRS

TYPE OF OVERTIME	ROT	RDOT	ND	NDRD						
NO. OF HOUR/S										
RATE										
TOTAL										

TOTAL AMOUNT OF OVERTIME
₱

COMPUTED BY:
CHARMAINE RUTH A. MONTAÑEZ
PAYROLL STAFF

APPROVED BY:
JORGE C. ANDANAR, CPA
ADMINISTRATIVE HEAD

AUDITED BY:
AILA MAY E. ARRIZA
INTERNAL AUDIT STAFF I

INSTRUCTIONS

- No overtime will be paid unless this form has been completed before working overtime. In the event of an emergency, the form must be completed on the same day the overtime is worked. Overtime is paid only when forty hours have been worked within one normal week under the law (**Art. 87 Overtime Pay of the Labor Code of the Philippines**).
- The **supervisor** determines if the employee should work overtime, particularly in urgent situations.
- The **security guard on duty** will be responsible for monitoring the clock-in and clock-out times of personnel. Additionally, he or she will submit the form to the **Accounting Department** the next day for audit purposes, which will then be approved by the **Administrative Head**.

OVERTIME COMPUTATION

PAYROLL PERIOD
(PERIOD) (MONTH) (YEAR)

TYPE OF OVERTIME	ROT	RDOT	ND	NDRD		
NO. OF HOUR/S						
RATE						
TOTAL						

TOTAL AMOUNT OF OVERTIME
₱

COMPUTED BY:
CHARMAINE RUTH A. MONTAÑEZ
PAYROLL STAFF

AUDITED BY:
AILA MAY E. ARRIZA
INTERNAL AUDIT STAFF I

SAMPLE COMPUTATION

Step 1: Basic Salary ÷ No. of Working **Days** = Daily Rate
Step 2: Daily Rate ÷ No. of Working **Hours** = Hourly Rate
Step 3: Hourly Rate x Rate of Type of Overtime = Rate of Specific Overtime
Step 4: Rate of Specific Overtime x No. of Overtime Hours = Total of Overtime Pay

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Step 1: ₱10,450 ÷ 22 Days = ₱475
Step 2: ₱475 ÷ 8 Hours = ₱59.375 or ₱59.38
Step 3: ₱59.38 x 1.25 (ROT) = ₱74.218 or ₱74.22
Step 4: ₱74.22 x 2.5 (2 hrs and 30 mins) = ₱185.546 or ₱185.55