


ANNEX "A"

<p>REQUEST FOR AUTHORITY TO RENDER OVERTIME SERVICES Regular Working Days</p>	 <p>PHILIPPINE PORTS AUTHORITY</p>
<p>RC:</p>	<p>DATE:</p>

Respectfully requesting for authority to render overtime services of the following personnel necessary to meet the performance target of _____ (Name of RC):

NAME / POSITION	INCLUSIVE DATE/S	NO. OF HRS	SPECIFIC WORK / ACTIVITIES/PURPOSE OF EXPECTED OUTPUT

Corresponding Remuneration

Compensatory Time Off
 Paid in Cash

<p>RECOMMENDING APPROVAL:</p> <p style="text-align: center;">_____</p>	<p>APPROVED:</p> <p style="text-align: center;">_____</p>
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