



KING MULTIPURPOSE COOPERATIVE

King MPC Bldg., 4 Palma Gil St., Davao City
Tel. nos. (082) 227-1127, 226- 4636; Telefax 221-0462, 227-1128

OVERTIME AUTHORIZATION

DATE: _____

BRANCH / DEPT:

TO: HR DEPARTMENT

ATTENTION: PAYROLL IN-CHARGE

Please be advice that _____, _____ is
(Name) (Position)
authorized to perform overtime work on:

DATE: _____

TIME: From _____: 00 AM PM

DAY: _____

To _____: 00 AM PM

TOTAL NO. OF HOURS: _____

REASON/S:

Requested by:

Acknowledge by:

(Immediate Superior)

(Employee)

Received by:

Payroll-In Charge