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**T O : ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/
UNITS**

R E : Overtime Work

It was noted that some offices file requests for overtime work only after work has been done. Worse, some filed the requests at yearend just to justify the claim for compensation as overtime pay or CTO.

For monitoring and appropriate recording of overtime work, all offices are required to file such requests not later than one day before the scheduled work. Moreover, supervisors should make sure that the personnel doing overtime work report to the office/job site as scheduled in the request.

For immediate compliance.

A handwritten signature in black ink, appearing to read "Remberto A. Patindol", written over a faint circular stamp.

REMBERTO A. PATINDOL
Vice President for Administration and Finance