



BU/BR/DIV Name

: (MAC)

Department Name

: Security (HR-GIA)

Reason for Overtime

: (အိတ်အိတ် OT)

### Daily Wages Request Form

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	5.5.2024	Wan Wan Win	Security	07:00	17:00	Shes	8000	အိတ်အိတ် OT
2	7.8.2024	"	"	17:00	07:00	Shes	8000	"
3	14.8.2024	"	"	17:00	07:00	Shes	8000	"
4	19.6.2024	"	"	17:00	07:00	Shes	8000	"
5	18.8.2024	Hday Hlaing	"	17:00	07:00	Shes	8000	"
6	25.8.2024	"	"	07:00	17:00	Shes	8000	"
7	27.8.2024	"	"	17:00	07:00	Shes	8000	"
8	30.8.2024	"	"	07:00	17:00	Shes	8000	"
9	3.8.2024	Wan Hlaing	Security-Head	17:00	07:00	Shes	8000	"
						Total Hours	72 Shes	
						Total	72000	

Requested by

Sign :

Name : U Kan Phyo Tin  
(Requestor)

Approved by

Swe Swe Win  
(DH)

Approved by

Saint Saint Thu  
(GM/AGM/COO)

Checked by

Mya Kay Khin  
(HR)



# Daily Wages Request Form

BU/BR/DIV Name

: (MAC)

Department Name

: Security (HR-GIA)

Reason for Overtime

: (အားလုံးအတွက် OT)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	6.8.2024	Htet Hlaing	Security - W	07:00	17:00	8hrs	8000	အားလုံးအတွက် OT
2	8.8.2024	"	"	17:00	07:00	8hrs	8000	"
3	11.8.2024	"	"	07:00	17:00	8hrs	8000	"
4	19.8.2024	"	"	07:00	17:00	8hrs	8000	"
5	21.8.2024	"	"	07:00	17:00	8hrs	8000	"
6	"	"	"	17:00	07:00	8hrs	8000	"
7	26.8.2024	"	"	07:00	17:00	8hrs	8000	"
8	28.8.2024	"	"	17:00	07:00	8hrs	8000	"
9	31.8.2024	"	"	07:00	17:00	8hrs	8000	"
Total Hours						72hrs	72000	
Total								

Requested by

Sign :

Name :

U Tan Aung R  
(Requestor)

Approved by

Swe Swe Win  
(DH)

Approved by

Scint Scint Thu  
(GM/AGM/COO)

Checked by

Mya Kay Khin  
(HR)



# Daily Wages Request Form

HEALTHY Name

(EMAC)

Department Name

Security (HR/O/A)

Reason for absence

(Sick leave)

No	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	17/01/2024	U. C. Phao Tin	Security	07:00	17:00	Shoe	5000	shoe
2	18/01/2024	"	"	17:00	07:00	Shoe	5000	
3	19/01/2024	"	"	17:00	07:00	Shoe	5000	
4	20/01/2024	"	"	07:00	17:00	Shoe	5000	
5	21/01/2024	"	"	07:00	17:00	Shoe	5000	
6	22/01/2024	"	"	17:00	07:00	Shoe	5000	
7	23/01/2024	"	"	17:00	07:00	Shoe	5000	
8	24/01/2024	"	"	07:00	17:00	Shoe	5000	
9								
Total Hours						84 hrs	64000	
Total								

Requested by

Name: U. C. Phao Tin

(Requestor)

Approved by

Sue Sue Win (DII)

Approved by

Semt Semt Thu (GM/AGM/COO)

Checked by


Mya Kay Khany (HR)

Daily Wages Request Form


: (MAC)  
Department Name : Security (HR & GA)  
Reason for Overtime : (အလုပ်အကိုင်အတွက် OT)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	29.7.2024	U Tun Phyo M	Security	17:00	17:00	8hrs	8000	အလုပ်အကိုင်အတွက် OT
2	30.7.2024	"	"	17:00	07:00	8hrs	8000	"
3	31.7.2024	"	"	17:00	07:00	8hrs	8000	"
4	1.8.2024	"	"	17:00	07:00	8hrs	8000	"
5	12.8.2024	"	"	07:00	17:00	8hrs	8000	"
6	13.8.2024	"	"	17:00	07:00	8hrs	8000	"
7	14.8.2024	"	"	17:00	07:00	8hrs	8000	"
8	15.8.2024	"	"	17:00	07:00	8hrs	8000	"
9	16.8.2024	"	"	07:00	17:00	8hrs	8000	"
Total Hours						72hrs	72000	
Total								

Requested by  
Sign :   
Name : U Tun Phyo M  
(Requestor)

Approved by  
  
Swe Swe Win  
(DII)

Approved by  
  
Sent Seint Thu  
(GM/AGM/COO)

Checked by  
  
Mye Kay Khaing  
(HR)