



OVERTIME REQUEST FORM

BU/BR/DIV Name : ASS BU
 Department Name : Service
 Reason for Overtime : (11.11.24 ~ 15.11.24)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
	4.11.24	Pype Sone Nong	✓	5:00pm	6:00pm	1 hr	1200	DB, machine	
	"	Yi Wei Yen	✓	"	"	"	1200	accessories	
	5.11.24	Yi Wei Yen	✓	5:00pm	6:00pm	1 hr	1200	DB, machine accessories	
	"	Pype Sone Nong	✓	"	"	1 hr	1200	"	
	9.11.24	Pype Sone Nong	✓	8:30am	4:00pm	7:00hr	8400	MHI08RA, access	
	"	Maeng Mae Aeng	✓	8:30am	4:00pm	7:00hr	8400	DB, the machine	
	"	Pype Sone Nong	✓	"	"	"	8400	accessories	
	"	Yi Wei Yen	✓	"	"	"	8400		
Total Hours									
Total Amount								38400	

Requested by: [Signature]
 Sign: [Signature]
 Name: Ngon Ngon (Requestor)

Approved by: [Signature]
 Name: Ko Aeng Kyaw Phu (DH)

Approved by: [Signature]
 Name: Ko Maeng Maeng (GM/AGM/COO)

Checked by: [Signature]
 Name: Zin Mar Win (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : ASS BU
 Department Name : Service
 Reason for Overtime : (10.11.24 ~ 15.11.24)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	11.11.24	Pype Sone Nong	✓	5:00pm	6:00pm	1hr	1200	Mentor machine	
2	11.11.24	Pype Sone Nong	✓	"	"	"	1200	accessories	
3	12.11.24	Pype Sone Nong	✓	"	"	"	1200	& wire line	
4	12.11.24	Pype Sone Nong	✓	"	"	"	1200	"	
5	18.11.24	Pype Sone Nong	✓	5:00pm	7:00pm	2hr	2400	"	
6	18.11.24	Pype Sone Nong	✓	"	"	"	2400	"	
7	14.11.24	Pype Sone Nong	✓	5:00pm	6:00pm	1hr	1200	Machine delivery	
Total Hours									
Total Amount								10800	

Requested by: [Signature]
 Sign: [Signature]
 Name: Ngon Ngon (Requestor)

Approved by: [Signature]
 Name: Ko Aeng Kyaw Phu (DH)

Approved by: [Signature]
 Name: Ko Maeng Maeng (GM/AGM/COO)

Checked by: [Signature]
 Name: Zin Mar Win (HR)

05-CHL-HRM-FRM-020-05

