



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC.

Department Name : HR - GA.

Reason for Overtime : *Handwritten text describing the reason for overtime.*

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1.2.2025	Zaw Phys Ther	Security	17:00 pm	07:00 Am	8	8000	<i>Handwritten note</i>
2	2.2. "	Kyau Zin Mae	"	17:00 pm	07:00 Am	8	8000	<i>Handwritten note</i>
3	3.2. "	Thant Zin	"	17:00 pm	07:00 Am	8	8000	"
4	4.2. "	Zaw Phys Ther	"	17:00 pm	07:00 Am	8	8000	"
5	6.2. "	Thant Zin	"	17:00 pm	07:00 Am	8	8000	"
6	7.2. "	Kyau Zin Mae	"	17:00 pm	07:00 Am	8	8000	"
7	8.2. "	Thant Zin	"	17:00 pm	07:00 Am	8	8000	"
8	10.2. "	Zaw Phys Ther	"	17:00 Am	17:00 Am	8	8000	"
9	14.2. "	Thant Zin	"	17:00 pm	07:00 Am	8	8000	"
Total Hours						72	72000	
Total Amount								

Requested by

Sign : *[Signature]*
Name : *Thant Zin*
(Requestor)

Approved by

[Signature]
(DH)

Approved by

(GM/AGM/COO)

Checked by


[Signature]
(HR)

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BU/BR/DIV Name : M/AC
 Department Name : HR-GA
 Reason for Overtime : extra work in the office at 5:00 PM to 7:00 PM - 9:00 AM - 11:00 AM

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	12-2-2025	U Trent Zie	Security	07:00 AM	17:00 PM	8	8000	Extra work
2	12-2- "	" Zuo Phys Ther	"	07:00 AM	17:00 PM	8	8000	"
3	12-2- "	" Trent Zie	"	17:00 PM	17:00 AM	8	8000	"
4	12-2- "	" Kuper Zie Mgr	"	17:00 PM	07:00 AM	8	8000	"
5	14-2- "	" Henry Hwang	"	17:00 PM	07:00 AM	8	8000	extra work
6	15-2- "	" Zuo Phys Ther	"	07:00 AM	17:00 PM	8	8000	"
7	16-2- "	" Kuper Zie Mgr	"	07:00 AM	17:00 PM	8	8000	"
8	17-2- "	" Trent Zie	"	17:00 PM	07:00 AM	8	8000	"
9	18-2- "	" Zuo Phys Ther	"	17:00 PM	07:00 AM	8	8000	"
Total Hours						72	72000	
Total Amount								

Requested by
 Sign : 
 Name : U Trent Zie
 (Requestor)

Approved by

 (DH)

Approved by
 (GM/AGM/COO)

Checked by

 (HR)

05-CHL-HRM-FRM-020-05

