



# OVERTIME REQUEST FORM

BU/BR/DIV Name : Be the First

Department Name : Administration

Reason for Overtime : Replacement and Holiday OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	4.2.25 ✓	Win Zaw	Security	7:00	7:00	16hrs	16000/-	Replacement OT	
2.	13.2.25 ✓	"	"	7:00	7:00	16hrs	16000/-	"	
3.	15.2.25 ✓	"	"	7:00	7:00	16hrs	16000/-	"	
4.	22.2.25 ✓	"	"	7:00	7:00	16hrs	16000/-	"	
5.	26.2.25 ✓	"	"	7:00	7:00	16hrs	16000/-	"	
							<b>Total Hours</b>	80000/-	
							<b>Total Amount</b>	80000/-	

Requested by

Sign :   
Name : Zin Win  
(Requestor)

Approved by

5/3/25  
(DH)  
Myat So Mon

Approved by

(GM/AGM/COO)  
Arker Win

Checked by

5.3.25  
Mye Kyi Khany  
(HR)



### OVERTIME REQUEST FORM

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 Department Name : Administration  
 Reason for Overtime : Replacement and Holiday OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
→1.	1. 2. 25	San Win	Security Head	17:00	7:00	8 hrs	8000/-	Replacement OT	
2.	7. 2. 25	"	"	7:00	7:00	16 hrs	16,000/-	"	
3.	11. 2. 25	"	"	7:00	7:00	16 hrs	16,000/-	"	
4.	12. 2. 25	"	"	7:00	7:00	16 hrs	16,000/-	Myanmar Union day OT	
5	20. 2. 25	"	"	7:00	7:00	16 hrs	16,000/-	"	
6.	24. 2. 25	"	"	7:00	7:00	16 hrs	16,000/-	"	
							Z		
<b>Total Hours</b>								88,000/-	
<b>Total Amount</b>									

Requested by  
 Sign :   
 Name : U. O. F. O. E.  
 (Requestor)

Approved by  
  
 (DH)  
 Myad Se Mon

Approved by  
  
 (GM/AGM/COO)  
 Arker Lin

Checked by  
  
 Mya Kay Khaing  
 (HR)  
 05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : Be The First  
 Department Name : Administration  
 Reason for Overtime : Replacement and Holiday OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	2. 2. 25	Myint Aung	Security	7:00	7:00	16 hrs	16,000/-	Replacement OT	
2	5. 2. 25	"	"	7:00	7:00	16 hrs	16,000/-	"	
3.	9. 2. 25	"	"	7:00	7:00	16 hrs	16,000/-	"	
4.	12. 2. 25	"	"	7:00	7:00	16 hrs	16,000/-	Myanmar Union day OT	
→5.	13. 2. 25	"	"	7:00	7:00	16 hrs	16,000/-	Replacement OT	
6.	17. 2. 25	"	"	7:00	7:00	16 hrs	16,000/-	"	
7.	28. 2. 25	"	"	7:00	7:00	16 hrs	16,000/-	"	
							Z		
<b>Total Hours</b>								112,000/-	
<b>Total Amount</b>									

Requested by  
 Sign :   
 Name : U. O. F. O. E.  
 (Requestor)

Approved by  
  
 (DH)  
 Myad Se Mon

Approved by  
  
 (GM/AGM/COO)  
 Arker Lin

Checked by  
  
 Mya Kay Khaing  
 (HR)  
 05-CHL-HRM-FRM-020-05

EmployeeNo	Designation	EmployeeName	Department	BusinessUnit	Date1	TimeIn	TimeOut	TimeIn Location	TimeOut Location
16287	Security	Myint Aung (4)	Administration	Be The First	09/02/2025 /	07:16:08 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	05/02/2025 /	07:13:20 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	12/02/2025 /	07:10:53 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	13/02/2025 /	06:58:56 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	17/02/2025 /	06:58:48 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	28/02/2025 /	06:55:03 AM		ICT	
8851	Security Head	San Win (4)	Administration	Be The First	24/02/2025 /	07:12:22 AM	07:11:55 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	20/02/2025 /	07:08:58 AM	07:08:37 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	11/02/2025 /	07:20:54 AM	07:20:41 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	12/02/2025 /	07:33:17 AM	07:32:59 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	07/02/2025 /	06:59:55 AM	06:59:42 AM	ICT	ICT
14984	Security	Win Zaw(6)	Administration	Be The First	04/02/2025 /	07:06:35 AM	07:06:06 AM	ICT	ICT
14984	Security	Win Zaw(6)	Administration	Be The First	15/02/2025 /	07:07:30 AM	07:06:59 AM	ICT	ICT
14984	Security	Win Zaw(6)	Administration	Be The First	13/02/2025 /	06:58:41 AM	✓	ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	22/02/2025 /	07:06:19 AM	07:06:00 AM	ICT	ICT

