



OVERTIME REQUEST FORM

BU/RR/Div Name : PG BU
 Department : Rental Department
 Reason for Overtime : Engine Oil Leakage problem

No	Date	Name	Position level	Time		Hours	Amount	Remark
				From	To			
1	20.07.2025	Pyae Phyo Kyaw	Service Man	8:00AM	5:00 PM	8.5	12835	Model - VP370 Sr - 2012651922 Volvo Customer - Myanmar Sing Young Engine Oil Leakage problem Model - DE220D5 Sr - A1607033 Matador Customer - Rental PDI test run
2		Kyaw Min Khaing	Operator	8:00AM	5:00 PM	8.5	12835	Model - VP370 Sr - 2012651922 Volvo Customer - Myanmar Sing Young Engine Oil Leakage problem
3		Toe Wai Phyo	AGMDF	8:30AM	4:30 PM	7.5	11325	Customer - Myanmar Sing Young Engine Oil Leakage problem
				Total Hours		24.5	36995	
				Total Amount				

Requested by
 Sign
 Name Ei Mon Zaw
 (Requestor)

Approved by

 Aung Khin Oo
 (PM)

Approved by

 Soe Hlae Tin
 (GM/AGM/COO)

Checked by

 Phyo Wai Nyein
 (HR)

05-CHL-HRM-FRM-020-05