





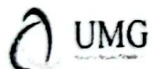
OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC**
 Department Name : **Logistics**
 Reason for Overtime : **Ferry**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	3.2.25	Hlong Min Tin	D-Mon	6:00 Am	8:00 Am	2	2400	Ferry
2.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
3.	4.2.25	"	"	6:00 Am	8:00 Am	2	2400	"
4.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
5.	5.2.25	"	"	6:00 Am	8:00 Am	2	2400	"
6.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
7.	6.2.25	"	"	6:00 Am	8:00 Am	2	2400	"
8.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
9.	7.2.25	"	"	6:00 Am	8:00 Am	2	2400	"
Total Hours						16 hrs	19200Ks	
Total Amount								

Requested by:  Sign:
 Name: **Hlong Min Tin** (Requestor)
 Approved by: _____ Sign: _____
 Approved by: _____ Sign: _____
 Checked by:  Sign: _____
 Checked by: _____ Sign: _____
 (DII) (GM/AGM/COO) (HR)


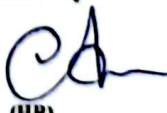
05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC**
 Department Name : **Logistics**
 Reason for Overtime : **Ferry**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10.	"	Hlong Min Tin	D-Mon	5:00 pm	6:30 pm	1:30	1800	Ferry
11.	8.2.25	"	"	6:00 Am	8:00 Am	2	2400	"
12.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
13.	10.2.25	"	"	6:00 Am	8:00 Am	2	2400	"
14.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
15.	11.2.25	"	"	6:00 Am	8:00 Am	2	2400	"
16.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
17.	17.2.25	"	"	5:00 pm	6:30 pm	1:30	1800	"
18.	18.2.25	"	"	6:00 Am	8:00 Am	2	2400	"
Total Hours						15 hrs	18000Ks	
Total Amount						30min		

Requested by:  Sign:
 Name: **Hlong Min Tin** (Requestor)
 Approved by: _____ Sign: _____
 Approved by: _____ Sign: _____
 Checked by:  Sign: _____
 Checked by: _____ Sign: _____
 (DII) (GM/AGM/COO) (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : Rest

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
19.	20.8.25	Hlang Mn Tun	D- Man	5:00 pm	6:30 pm	1:30	1800	Rest
20.	21.8.25	"	"	6:00 Am	8:00 Am	2	2400	"
21	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
22	22.8.25	"	"	6:00 Am	8:00 Am	2	2400	"
23.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
24	24.8.25	"	"	6:00 Am	8:00 Am	2	2400	"
25.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
26.	25.8.25	"	"	6:00 Am	8:00 Am	2	2400	"
27	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
Total Hours						15hrs	18600Ks	
Total Amount						30min		

Requested by
 Sign :
 Name : Hlang Mn Tun
 (Requestor)

Approved by
 Approved by
 (DII) (GM/AGM/COO)

Checked by

 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : Rest

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
28.	26.8.25	Hlang Mn Tun	D- Man	6:00 Am	8:00 Am	2	2400	Rest
29	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
30.	27.8.25	"	"	6:00 Am	8:00 Am	2	2400	"
31	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
32	28.8.25	"	"	6:00 Am	8:00 Am	2	2400	"
33.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
Total Hours						10hrs	12600Ks	
Total Amount						30min		

Requested by
 Sign :
 Name : Hlang Mn Tun
 (Requestor)

Approved by
 Approved by
 (DII) (GM/AGM/COO)

Checked by

 (HR)

05-CHL-HRM-FRM-020-05

