



# OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU  
 Department : Rental Department  
 Reason for Overtime : Regular service Return inspection and PDI inspection

No	Date	Name	Position level	Time		Hours	Amount	Remark
				From	To			
1	15 05 2025	Toe Wai Phyoce	Service Man	5:00 PM	8:30 PM	3.5	5285	Model - PM625C Sr - 41220164 Matador Customer - Star Bay Engine shutdown problem solving and engine can't start problem solving
2	15 05 2025	Pyae Phyo Kyaw	Service Man	5:00 PM	9:30 PM	4.5	6795	Model - VP950S Sr - 2306056 Matador Customer - City Properties Ocean Matador 500KVA we arrival to job site load test run
		Ar Kar Kyaw	Daily Worker	5:00 PM	9:30 PM	4.5	4500	
4	15 05 2025	Aung Aung	Operator	5:00 PM	9:00 PM	4.0	6040	
				Total Hours		16.5	22620	
				Total Amount				

Requested by  
 Sign:   
 Name: Ei Mon Zaw  
 (Requestor)

Approved by  
  
 Aung Ko Oo  
 (DH)

Approved by  
  
 Soe Aht Tin  
 (GM/AGM/COO)

Checked by  
  
 Phyo Wai Nyein  
 (HR)

05-CHL-HRM-FRM-020-05