



OVERTIME REQUEST FORM

BU/BR/DIV Name

: Be the first

Department Name

: Admission Station

Reason for Overtime

: Replacement and Holiday OI

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	7.6.25	Sam Win	Security Head	7:00 AM	7:00 AM	16	160000/-	Holiday OI
2.	16.6.25	Sam Win	"	5:00 PM	7:00 AM	8	80000/-	Replacement
3.	18.6.25	Sam Win	"	7:00 AM	5:00 PM	8	80000/-	Replacement
4.	20.6.25	Sam Win	"	7:00 AM	7:00 AM	16	160000/-	Replacement
5.	7.6.25	Miynt Aung	Security	7:00 AM	7:00 AM	16	160000/-	Holiday OI
6.	13.6.25	Win Zaw	"	7:00 AM	7:00 AM	16	160000/-	Replacement
7.	14.6.25	Phone Miynt	"	5:00 PM	7:00 AM	8	80000/-	Replacement
8.	16.6.25	Phone Miynt	"	7:00 AM	5:00 PM	8	80000/-	Replacement
9.	18.6.25	Phone Miynt	"	5:00 PM	7:00 AM	8	80000/-	Replacement
						Total Hours		
						Total Amount	1040000/-	

Requested by

Approved by

Approved by

Checked by

Sign :
Name :
(Requestor)

(DB)

Arber Lin
(GM/AGM/COO)

Mye Ray Khany
(HR)

Myed Sa Mon

EmployeeNo	Designation	EmployeeName	Department	BusinessUnit	Date1	TimeIn	TimeOut	TimeInLocation	TimeOutLocation
16287	Security	Myint Aung (4)	Administration	Be The First	07/06/2025	06:57:01 AM		ICT	
8851	Security Head	San Win (4)	Administration	Be The First	20/06/2025	07:42:54 AM	07:42:39 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	18/06/2025	06:48:50 AM	06:48:40 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	16/06/2025	05:02:11 PM	07:09:14 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	07/06/2025	06:46:49 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	13/06/2025	07:27:41 AM		ICT	