



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	04.05.2025	Toe Wai Phyo	Service Man	10:30 AM	2:30 PM	4.0	6040	Model - DE110D5 Sr - A1607040 Matador Customer- U Htoo Htoo Win Return inspection test run Customer - Myanmar Gone Yi Housing Pre delivery inspection
2		Arkar Kyaw	Daily Worker	10:30 AM	2:30 PM	4.0	4000	
3	10.05.2025	Toe Wai Phyo	Service Man	4:00 PM	9:00 PM	4.5	6795	Model- AC550S Sr - 79708011 Aksa Customer - Yangon Water Boom Pre delivery inspection Model - DE220D5 Sr - A1607033 Brand - Matador Return inspection test run
4		Kyaw Min Khaing	Operator	4:00 PM	9:00 PM	4.5	6795	
5		Arkar Kyaw	Daily Worker	4:00 PM	9:00 PM	4.5	4500	
6	11.05.2025	Pyae Phyo Kyaw	Service Man	7:30 AM	5:25 PM	9	13590	Model -VP370 Sr -2012651922 Volvo Customer - Myanmar Sinyoun regular service and radiator washing
7		Aung Aung	Operator	7:30 AM	5:25 PM	9	13590	
8		Arkar Kyaw	Daily Worker	7:30 AM	5:25 PM	9	9000	
	11.05.2025	Toe Wai Phyo	Service Man	8:00 AM	5:30PM	8.5	12835	Model - DE110D5 Sr - A1607043 Matador Customer - I four Restaurant Regular service and wire damage repair
		Kaung Khant Kyaw	Daily Worker	8:00 AM	5:30PM	8.5	8500	
						Total Hours	65.5	85645
						Total Amount		

Requested by
 Sign
 Name Ei Mon Zaw
 (Requestor)

Approved by

 Aung Kyaw Oo
 (DJ)

Approved by

 Soe Htet Tin
 (GM/AGM/COO)

Checked by

 Phyo Wai Nyein
 (HR)

05-CHL-HRM-FRM-020-05