



NAME \_\_\_\_\_ EMPLOYEE CODE

--	--	--	--	--	--

VOLUNTEER WORK ASSIGNMENT

SURNAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

NO.	DAY/DATE	ASSIGNMENT WORK	APPROVED BY	TIME		HOURS		REMARKS
				IN	OUT			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
				TOTAL				

AUTHORIZED BY \_\_\_\_\_

REMARKS \_\_\_\_\_

\_\_\_\_\_  
HEAD OF DEPARTMENT

\_\_\_\_\_  
OFFICE OF HUMAN RESOURCES MANAGEMENT