




2/F Administration Building
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Email: ovpaf@vsu.edu.ph
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Date _____

The President

Thru: The Vice President for Administration and Finance

This is to request for overtime of the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
1. GORRE, Elvira B.	May 17-31, 2022 <i>(actual dates of OT works, refer HRIS)</i>	<ul style="list-style-type: none">• To work on the info and training materials needed for the ITEEM 24th founding anniversary activities (conceptualizes, layouts, prints/e-posts);• To work on the ITEEM 2021 annual report (consolidates, layouts, prints);• To do other urgent tasks;
Requested by: <div> ELIZA D. ESPINOSA Name</div> <div>Director Position</div> <div>ITEEM Office</div>	Approved by: [] with pay [] without pay <div>DANIEL LESLIE S. TAN Vice President for Administration and Finance</div>	

No.