

August 1, 2024

Date

REQUEST TO RENDER OVERTIME**The President****Thru: The Vice President for Administration and Finance**

This is to request overtime work for the following personnel:

Name of Regular/Casual Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
1. GORRE, Elvira B.	August 1–31, 2024 <i>(Actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none">• Design/layout and print materials for distribution during the Tribute to the BSES and MSTREC graduates;• Finalize the Jan–June 2024 IPCR accomplishments of the ITEEM regular faculty & staff;• Do other urgent works as deemed necessary to render overtime. <p>NOTE: Details of accomplished works will be reflected on the overtime report.</p>
Requested by: TEOFANES A. PATINDOL _____ Name Director _____ Position ITEEM _____ Office		Approved by: [] with pay [] without pay ELWIN JAY V. YU _____ Vice President for Administration and Finance

*This form should be filled up in 3 copies: 1 OVPAF; 1 UDRRMSSO; 1 Requesting Office***OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE**

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