

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 053 653 7108; Local 1002

Job(s) to be Accomplished per Employee

Conduct experiment

Email: ovpaf@vsu.edu.ph Website: www.vsu.edu.ph

June 3	. 2022	
D	ate	

REQUEST TO RENDER OVERTIME

The President

Jo Jane D. Atok

Name of Employee(s)

Thru: The Vice President for Administration and Finance

Date(s) June 4-5, 2022

This is to request for overtime of the following personnel:

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April Joy S. Vergara	June 4-5, 2022	Conduct experiment	
Christian Art L. Chua	June 4-5, 2022	Conduct experiment	
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Requested by:	Approved by: [] with pay []	c] without pay	
JO JANED ATOK	[] with bay []	() without pay	
Name	9		
Instructor		DANIEL LEGLIE & TAN	
Position	DANIEL LESLIE S. TAN Vice President for Administration and Finance		
Advenced Research and			
Advanced Research and Innovation Center			
Office			
	The state of the s		
Noted by:			
MA. THERESA P. LORETO			
Name			
<u>Director</u>			
Position			
Advanced Research and			
Innovation Center			
Office			