

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

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

Feb. 16, 2023

REQUEST TO RENDER OVERTIME

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
Carlito O. Suganob Anelito C. Pernito	Feb. 18, 2022	Clean 135 lecture room, arrange chairs and dispose garbage in preparation for 2 nd semester classes.

Requested by:

ERNESTO F. BULAYOG

Name

Department Head Position

DOE Office Approved by:

[] with pay [] without pay

DANIEL LESLIE S. TAN

Vice President for Administration and Finance