

## 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

Joh(s) to be Accomplished per Employee

Email: <a href="mailto:ovpaf@vsu.edu.ph">ovpaf@vsu.edu.ph</a>
Website: <a href="mailto:www.vsu.edu.ph">www.vsu.edu.ph</a>

April 4, 2023 Date

## REQUEST TO RENDER OVERTIME

Date(s)

The President

Thru: The Vice President for Administration and Finance

This is to request for overtime of the following personnel:

Name of Employee(s)

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Maria Rhoda A. Salas Severo A. Cañete Rizalie A. Caintic	April 4, 2023 (5:00 -11:00 P.M.) April 5, 2023 (1:00 -11:00 P.M.)	To conduct distillation of laboratory samples
Descripted by		
Requested by:  MARIA RHODA A. SALAS  Name Science Laboratory Aide Position  Advanced Research and Innovation Center Office		DANIEL LESLIE S. TAN President for Administration and Finance
MA. THERESA P. LORETO Name  Director Position  Advanced Research and Innovation Center Office		