

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

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

July	6.	2022	
	D	ate	

REQUEST TO RENDER OVERTIME

Date(s)

The President

Name of Employee(s)

Thru: The Vice President for Administration and Finance

This is to request for overtime of the following personnel:

ranic of Employee(3)	Durcio	obb(5) to be 7 toodhiphoned per Employee	
April Joy S. Vergara			
Christian Art L. Chua	1-1-0-40		
Zenaida T. Ecleo	July 9-10	Conduct experiment	
Requested by: JO JANE D. ATOK Name	Approved by: [] with pay [x] without pay	
Instructor Position	DANIEL LESLIE S. TAN Vice President for Administration and Finance		
Advanced Research and Innovation Center Office			
Noted by:	Communication of the Communica		
MA. THERESA P. LORETO Name			
Director Position			
Advanced Research and Innovation Center Office			