

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE

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| Feb. | 11, 2022 | |
|------|----------|--|
| | Date | |

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 |
|---|--|--|
| 1. LUCIO POLE Jr. | Feb. 12 & 13, 2022 | Facilitate for the Tile replacement at |
| | | Apartelle room 3 |
| | | |
| | | |
| | | |
| | | |
| equested by: | | |
| MARIO LILIO P. VXLENZONA Nalme | Approved by: [] with pay[] without pay | |
| <u>Director</u> Position Physical Plant Office | | ANIEL LESLIE S. TAN President for Admin. And Finance |
| Office | | |

Vision: Mission: