

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

March 31, 2023	
Date	

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

This is to request overtime work for the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
1. GORRE, Elvira B.	April 1-30, 2023 (actual dates of OT rendered, will be reflected on the DTR)	 To layout/design banners, labels, posters for tarpaulin printing in relation to the Earth Day celebration, VSU anniversary, etc.; Do other urgent work (details to be reflected on the overtime report).
Requested by: ELIZA D. ESPINOSA Name Director Position	Approved by: [] with pay [] without pay	
		DANIEL LESLIE S. TAN
Office	Vice President for Administration and Finance	