




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 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none"> To layout/design banners, labels, posters for tarpaulin printing in relation to the Earth Day celebration, VSU anniversary, etc.; Do other urgent work <i>(details to be reflected on the overtime report)</i>.
Requested by:  ELIZA D. ESPINOSA <i>Name</i> Director <i>Position</i> ITEEM <i>Office</i>	Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay DANIEL LESLIE S. TAN <i>Vice President for Administration and Finance</i>	