




December 7, 2021
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
Ms. Meriam M. Luna	December 8, 2021	Prepare payroll of VSU Funded Scholars for 2 nd . Sem. 2020-2021 with LBP Account: Baybay Branch; Region 8 & Outside Region 8
Mr. Junard C. Gucela	-do-	Printing of different signage for Dormitories & Cottages for the preparation of the opening of face to face classes
Requested by:  <u>MANOLO B. LORETO, JR.</u> Name <u>Dean of Students</u> Position <u>Office of the Dean of Students</u> Office		Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay <u>DANIEL LESLIE S. TAN</u> Vice President for Administration and Finance

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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