



June 1, 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.	June 1–30, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none">• To layout and print the IEC materials needed for the "Certificate Program Field Course: Conservation, Restoration, and Sustainable Use in Practice" to be held on June 5–9, 2023;• To assist in the preparation of documents needed for the RQAT assessment of the BSES and MSTREC programs;• To finalize the layout of the assessment report on the "Marine Beach Ecosystem Reassessment of the Proposed Marine Cable in the Philippines (SCIP) Project" of VSU-GHD;• Do other urgent tasks as may be assigned (<i>details will be reflected on the overtime report</i>).
Requested by: <u>ELIZA D. ESPINOSA</u> Name Director Position ITEEM Office		Approved by: [] with pay [] without pay <u>DANIEL LESLIE S. TAN</u> Vice President for Administration and Finance