

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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> February 23, 2023 Date

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Academic Affairs

This is to request for overtime of the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Genesis C. Albarico	February 24, 2023	-Finalizing syllabus Cleaning the faculty roomCleaning outside surrounding of the department.
Maria Robelyn A. Insik	February 24, 2023	-Finalizing syllabus Cleaning the faculty roomCleaning outside surrounding of the department.
Jailenn Jannaraine S. Puray	February 24, 2023	-Finalizing syllabus Cleaning the faculty roomCleaning outside surrounding of the department.
Requested by: GMANN ELIZABETH S. QUEVEDO Name Head	Approved by: [x] with pay [] without pay BEATRIZ BELONIAS Vice President for Academic Affairs	