



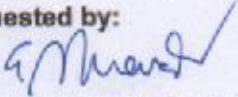
February 23, 2023
Date

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 room. -Cleaning outside surrounding of the department.
Maria Robelyn A. Insik	February 24, 2023	-Finalizing syllabus. - Cleaning the faculty room. -Cleaning outside surrounding of the department.
Jailenn Jannaraine S. Puray	February 24, 2023	-Finalizing syllabus. - Cleaning the faculty room. -Cleaning outside surrounding of the department.
Requested by:  <u>ELIZABETH S. QUEVEDO</u> Name <u>Head</u> Position <u>DoPAC</u> Office	Approved by: <input checked="" type="checkbox"/> with pay <input type="checkbox"/> without pay <u>BEATRIZ BELONIAS</u> Vice President for Academic Affairs	