



July 17, 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.	July 17–31, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none">• Prepare the January-June 2023 IPCR accomplishments;• Work on the PowerPoint presentations for the BSES and BSEM graduates (for the commencement exercises);• Do other urgent tasks as may be assigned (<i>details will be reflected on the overtime report</i>).
Requested by: ELIZA D. ESPINOSA <hr/> <i>Name</i> Director <hr/> <i>Position</i> ITEEM <hr/> <i>Office</i>		Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay DANIEL LESLIE S. TAN <hr/> <i>Vice President for Administration and Finance</i>



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT FOR
ADMINISTRATION AND FINANCE**

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 053 653 7108; Local 1002
Email: ovpaf@vsu.edu.ph
Website: www.vsu.edu.ph
