

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 053 653 7108; Local 1002

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March	18.	2022		
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
	,	
LUCIO POLE Jr.	Mar. 19 & 20,	Repair and Painting of VSU Gym Stage
	2022	
	-	
Requested by:	Approved by: [ ] with pay[ ] without pay	
MADIO I II IO D. VAI ENZONA		
MARIO LILIO P. VALENZONA Name		
<u>Director</u> Position		
Position	Vice President for Administration and Finance	
Physical Plant Office		
Office		

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.

Page 2 of 3 FM-OAF-01

v2 08-05-2020