

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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December 5, 2022	
Date	

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

This is to request for overtime work of the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
1. GORRE, Elvira B.	Dec. 6-31, 2022 (actual dates of OT rendered, will be reflected on the DTR)	 To lay out posters, brochures, and other IEC materials for the exhibit in celebration of the Baybay Fiesta 2022; Do other urgent work (details to be reflected on the overtime report).
Requested by:	Approved by:	
ELIZA D. ESPINOSA Name	[] with pay	[] without pay
Director		
Position		DANIEL LESLIE S. TAN
ITEEM Office	Vice President for Administration and Finance	