



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 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none">To lay out posters, brochures, and other IEC materials for the exhibit in celebration of the Baybay Fiesta 2022;Do other urgent work <i>(details to be reflected on the overtime report)</i>.
Requested by: ELIZA D. ESPINOSA <i>Name</i> Director <i>Position</i> ITEEM <i>Office</i>	Approved by: [] with pay [] without pay DANIEL LESLIE S. TAN <i>Vice President for Administration and Finance</i>	