



2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
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7 January 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
Raul T. Bagarinao	January 8, 2022	To clean up the grounds, landscapes and surroundings of Administration Building (grass cutting, trimming of hedges etc.)
Alex P. Bagarinao		
Alfredo D. Florendo		
Requested by: <u>DANIEL LESLIE S. TAN</u> <i>Name</i> <u>VP for Admin. & Finance</u> <i>Position</i> <u>OVPAF</u> <i>Office</i>	Approved by: <input checked="" type="checkbox"/> with pay <input type="checkbox"/> without pay DANIEL LESLIE S. TAN <i>VP for Admin. and Finance</i>	

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.