

January 20, 2025

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 Regular/Casual Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
1. GORRE, ELVIRA B.	20–24 January 2025 <i>(Actual dates will be reflected on the overtime report).</i>	<ul style="list-style-type: none"><li>Finalize the OPCR (Jan–Dec 2024) and IPCR (Jul–Dec 2024) accomplishments, and targets (Jan–Dec 2025);</li><li>Finalize the revisions of project/study leaders' appointments following the updated format;</li><li>Do other urgent works as deemed necessary to render overtime.</li></ul>
<b>Requested by:</b>  <b>TEOFANES A. PATINDOL</b> <i>Name</i>  Director <i>Position</i>  ITEES (ITEEM) <i>Office</i>		<b>Approved by:</b>  [ ] with pay    [ <input checked="" type="checkbox"/> ] without pay   <b>MOISES NEIL V. SERIÑO</b> <i>Vice President for Administration and Finance</i>

*This form should be filled up in 3 copies: 1 OVPAF; 1 UDRRMSSO; 1 Requesting Office***OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE**

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