

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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

Email: ovpaf@vsu.edu.ph Website: www.vsu.edu.ph

| Jan. 4, 20 | )22 |
|------------|-----|
| 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<br>Employee                           |  |
|-------------------------------------|-----------------------------|---|--|
|                                     | Jan. 8-9, 15-16,22-         | Collection and Disposal of Garbage at                               |  |
| RABANOS, Charlito                   | 23, 29-30, 2022             | VSU Campus during Saturday,<br>Sundays & Holiday                    |  |
|                                     | Feb. 5-6,12-13, 19-         |   |  |
|                                     | 20, 25, 26, 27, 2022        |   |  |
|                                     |                             |   |  |
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|                                     |                             |   |  |
|                                     |                             |   |  |
| Requested by:  RODEN U. TROYO  Name | Approved by: [x] with pay [ |   |  |
| Head, Landscape<br>Position         |                             | DANIEL LESLIE S. TAN  Vice President for Administration and Finance |  |
| LSWMU, PPO<br>Office                |                             |   |  |