



March 1, 2024

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 Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
1. GORRE, Elvira B.	March 1–31, 2024 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none">• Conduct backing-up of e-files;• Desktop publishing of 2 coffee table books of ITEEM-TED;• Revise and finalize the ITEEM organizational structure (layout and ;• Syncing of DTRs, incl. log appeals and applications for leave;• Do other urgent tasks as may be assigned (<i>details will be reflected on the overtime report</i>).
Requested by: TEOFANES A. PATINDOL _____ <i>Name</i> Director _____ <i>Position</i> ITEEM _____ <i>Office</i>		Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay EDGARDO E. TULIN _____ <i>Vice President for Administration and Finance</i>