



October 24, 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
Abrillo, Rey O.		
Arpoceple, Roberto S.	October	To Conduct Annual Preventive
Calipayan, Ruel B.	31, 2022	Maintenance of Transformers ,
Cobico, Edgardo G. Jr.	A holiday	High tension lines & Clearing
Juntilla, Rafael Rosario A.		Operation inside the Campus
Latras, Eric V.		
Rosal, Adelbert D.		
Sabando, Jeffry R.		
Engr. Eric E. Sajulga		Electrical Engineer 1
Ababat, Claudio Jr. R.		Foreman/Electrician/Sound technician
Braga, Alfredo M.		Electrician/Lineman
Israel, Gabriel Jr. A.		Plant operator/Electrician
Engr. Clint C. Sarvida		Electrical Engineer 2
Sopa, Eric B.		Electrician/Lineman/Driver
Engr. Marlon G. Burlas		Supervisor
<div><p>Requested by:</p><p><u>MARLON G. BURLAS</u> <i>Name</i></p><p><u>Head</u> <i>Position</i></p><p><u>Power Plant & Electrical</u> <u>Services</u> <i>Office</i></p></div> <div><p>Approved by:</p><p>[x] with pay [] without pay</p><p><u>DANIEL LESLIE S. TAN</u> <i>Vice President for Administration and Finance</i></p></div>		