



**December 4, 2021**

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
ALICIA M. FLORES	December 4-31, 2021	Prepares SAAOB and Financial Accountability Reports (FAR)
EDERLINA S. DIANO	December 4-31, 2021	Updates Obligation Request and Status(ORS) box c.
TERESITA G. MANATAD	December 4-31, 2021	Updates Budget Utilization Request and Status(BURS) box c.
MONA NENA B. GERALDO	December 4-31, 2021	Assist the supervisor in preparing and encoding in URS the financial reports (FAR)
MARY JOY M. VILBAR	December 4-31, 2021	Updates AP for fund 101, 161, 164 and current obligation under IGP
JONAS A. BASLAN	December 4-31, 2021	Encodes obligation and assist in checking list of AP.
<b>Requested by:</b>  <b><u>ALICIA M. FLORES</u></b> <i>Name</i>  <b><u>Administrative Officer III</u></b> <i>Position</i>  <b><u>Budget Office</u></b> <i>Office</i>	<b>Approved by:</b> <b>[ ] with pay      [ ] without pay</b>  <b><u>DANIEL LESLIE S. TAN</u></b> <i>Vice President for Administration and Finance</i>	