



July 31, 2023

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.	Aug 1–31, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none"><li>• Perform urgent tasks assigned in connection with the following activities:<ul style="list-style-type: none"><li>○ 70<sup>th</sup> Commencement Exercises;</li><li>○ Hiring of part-time instructors for the 1<sup>st</sup> semester of SY 2023-2024;</li><li>○ Training on Rainforestation scheduled on the 2<sup>nd</sup> week of this month;</li></ul></li><li>• Do other urgent tasks as may be assigned (<i>details will be reflected on the overtime report</i>).</li></ul>
<b>Requested by:</b>  <b>ELIZA D. ESPINOSA</b> <i>Name</i>  <b>Director</b> <i>Position</i>  <b>ITEEM</b> <i>Office</i>		<b>Approved by:</b>  <input type="checkbox"/> with pay <input type="checkbox"/> without pay   <b>DANIEL LESLIE S. TAN</b> <i>Vice President for Administration and Finance</i>