

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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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 (actual dates of OT rendered, will be reflected on the DTR)	<ul> <li>Perform urgent tasks assigned in connection with the following activities:         <ul> <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 (details will be reflected on the overtime report).</li> </ul>
Requested by:	Approved by	y:
ELIZA D. ESPINOSA Name	[ ] with pay	[ ] without pay
Director		
Position		DANIEL LESLIE S. TAN
ITEEM	Vice Pre	sident for Administration and Finance
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