



June 10, 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
Celso F. Sacro	June 1-30, 2022 July 1-31, 2022 August 1-31, 2022	<ul style="list-style-type: none">Updating of Cash BookPreparation of Report of Accountability for Accountable Forms
Dahlia R. Arpoceple	June 1-30, 2022 July 1-31, 2022 August 1-31, 2022	<ul style="list-style-type: none">Preparation of lacking documents to be submitted to accounting office (AOM dated June 1, 2022).Updating of Cash Book.Filing of documents.
Valerie C. Valenzona	June 1-30, 2022 July 1-31, 2022 August 1-31, 2022	<ul style="list-style-type: none">To update and prepare estimated amount of NCA Balances.Posting of issued check and LDDAP-ADA.
Fe C. Calunangan	June 1-30, 2022 July 1-31, 2022 August 1-31, 2022	<ul style="list-style-type: none">To prepare report of daily collections.Segregates and binds official receipts of all Funds.
Ma. Melissa F. Mendoza	June 1-30, 2022 July 1-31, 2022 August 1-31, 2022	<ul style="list-style-type: none">To prepare Checks for the TES grantees.Updating of Cash Book.
Peter Ben Laurice H. Urdaneta	June 1-30, 2022 July 1-31, 2022 August 1-31, 2022	<ul style="list-style-type: none">To record Globe payments.To segregate and record documents needed to deliver checks to different suppliers.
Jumari A. Baslan	June 1-30, 2022 July 1-31, 2022 August 1-31, 2022	<ul style="list-style-type: none">To review and stamp "Paid" in every page of Payrolls and Vouchers for Trust Fund report preparation.To prepare Checks for the TES grantees.
Rose-Ann Nuñez	June 1-30, 2022 July 1-31, 2022 August 1-31, 2022	To review and stamp "Paid" in every page of Payrolls and Vouchers for General Fund report preparation.
Karen Sedrome	June 1-30, 2022 July 1-31, 2022 August 1-31, 2022	To review and stamp "Paid" in every page of Payrolls and Vouchers for report preparation.