

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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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		
ERLINDA S. VALENSONA	Feb 12-13,	To re-encode provisions of the VSU Code		
	2022	related to instruction and other academic		
		matters.		
		To proofread and lay-out the encoded text		
		per template provided for amendment		
Requested by: BEATRIZ S. BELONIAS Name	Approved by			
Vice President for Academic Affairs Position	- Vice	DANIEL LESLIE S. TAN Vice President for Administration and Finance		
OVPAA Office				