



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
ERLINDA S. VALENSONA	Feb 12-13, 2022	To re-encode provisions of the VSU Code related to instruction and other academic matters.
		To proofread and lay-out the encoded text per template provided for amendment
Requested by: <u>BEATRIZ S. BELONIAS</u> <i>Name</i> <u>Vice President for Academic Affairs</u> <i>Position</i> <u>OVPAA</u> <i>Office</i>		Approved by: <input type="checkbox"/> with pay <input checked="" type="checkbox"/> without pay <u>DANIEL LESLIE S. TAN</u> <i>Vice President for Administration and Finance</i>