

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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November 25,	2021	
	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
Fatima P. Gumamac and Marjorie E. Timbal	Nov. 27 & 30, 2021 and Dec. 4, 11, & 18, 2021	Preparation of project Terminal Report for the following projects: • Project Code: CC16.RE.01.1718 • Project Code: CC18.RE.03.1719 • Project Code: CC19.RE.04.1718
Requested by: ROBERTO C. GUARTE Name	Approved by: [] with pay [] without pay	
Director Position RERC Office	DANIEL LESLIE S. TAN Vice President for Administration and Finance	