



November 25, 2021

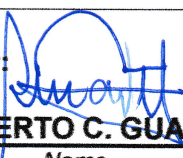
Date

## 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: <ul style="list-style-type: none"><li>• Project Code: CC16.RE.01.1718</li><li>• Project Code: CC18.RE.03.1719</li><li>• Project Code: CC19.RE.04.1718</li></ul>
Requested by:  <b>ROBERTO C. GUARTE</b> Name  Director Position  RERC Office	Approved by: [ ] with pay      [ ] without pay  <b>DANIEL LESLIE S. TAN</b> Vice President for Administration and Finance	