

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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August 25, 2022

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
1. Carlito O. Suganob	August 27, 2022	 Grass cutting/mowing and cleaning around DOE surroundings
2. Anelito C. Pernito	August 27, 2022	 Grass cutting/mowing and cleaning around DOE surroundings
Requested by:	Approved by: [] with pay [] without pay	
MARIA HAZEL I. BELLEZAS Name Department Head Position DOE Office	DANIEL LESLIE S. TAN Vice President for Administration and Finance	