



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
<b>Requested by:</b>  <u>MARIA HAZEL I. BELLEZAS</u> Name  <u>Department Head</u> Position  <u>DOE</u> Office	<b>Approved by:</b> [ ] with pay [ ] without pay  <u>DANIEL LESLIE S. TAN</u> Vice President for Administration and Finance	