



March 2022

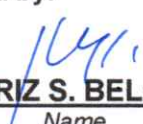
Date 03/21/22

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
CONNEL D. ANTIPASO	March 2022	To work on the following data needed for Institutional Accreditation of Area III: <ul style="list-style-type: none"> matrix of applicants/nominees for the academic/administrative awards from 2018 – 2021 matrix of faculty nominated by PRAISE committee for Lingkod Bayan, Dangal ng Bayan/Pag-Asa Awards
		Initially prepare citations for the Service Awardees for the 98 th Anniversary Convocation on April 27, 2022
		To provide the data and fill up the COST NORM forms for AY 2017
NELSIE F. MONDAL	March 2022	To consolidate faculty workload of the 2 nd Semester 2020-2021 and 1 st Semester 2021-2022 for PMT use.
		To provide the data and fill up the COST NORM forms for AY 2017
Charged to CTO		
<div> <div>Requested by:</div> <div>  <div> BEATRIZ S. BELONIAS <i>Name</i> </div> <div> VP for Academic Affairs <i>Position</i> </div> <div> OVPAA <i>Office</i> </div> </div> </div> <div> <div>Approved by:</div> <div> <input type="checkbox"/> with pay <input type="checkbox"/> without pay </div> <div> DANIEL LESLIE S. TAN Vice President for Administration and Finance </div> </div>		