

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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July 28, 2022 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
Anelito C. Pernito	July 30 & 31, 2022	Grass cutting/mowing around the Dept. of
		Economics surroundings.
Carlito O. Suganob	July 30 & 31, 2022	Grass cutting/mowing around the Dept. of
		Economics surroundings.
Requested by:	Approved by: [] with pay [] without pay	
MARIA HAZEL I. BELLEZAS Name		
Department Head Position	DANIEL LESLIE TAN Vice President for Administration and Finance	
Department of Economics Office		