



November 11, 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
1. FELIX JOHN T. AMESTOSO	November 12-29, 2022	<ul style="list-style-type: none">• To continue adding the records for the quarterly QRM to be submitted to the ODQA• To continue managing and arranging the e-files in the ITEEM GoogleDrive• To continue the revisions of the Envi 115n and Envi 110 instructional materials• Other urgent matters
Requested by: <u>ELIZA D. ESPINOSA</u> Name Director Position ITEEM Office	Approved by: [] with pay [] without pay DANIEL LESLIE S. TAN Vice President for Administration and Finance	