



July 21, 2023

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. KLEER JEANN G. LONGATANG	July 23, 2023	To gather, print and photocopy documents for NBC
2. KAREN D. GUNDEMARO	July 23, 2023	To gather, print and photocopy documents for NBC
3. ROSE MARY F. OQUIAS	July 23, 2023	To gather, print and photocopy documents for NBC
4. JIMMY O. POGOSA	July 21, 2023	To gather, print and photocopy documents for NBC

**Requested by:**

**ELIZA D. ESPINOSA**

Name  
Director  
Position

**ITEEM**

Office

**Approved by:**

☐ with pay

☐ without pay

**DANIEL LESLIE S. TAN**

Vice President for Administration and Finance