

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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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
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:

Approved by:

[ ] with pay

ELIZA D. ESPINOSA

Name Director

**Position** 

ITEEM

DANIEL LESLIE S. TAN

[ ] without pay

Office

Vice President for Administration and Finance