

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 053 653 7108; Local 1002

Job(s) to be Accomplished per Employee

Email: ovpaf@vsu.edu.ph Website: www.vsu.edu.ph

> June 13, 2022 Date

REQUEST TO RENDER OVERTIME

The President

Name of Employee(s)

Thru: The Vice President for Administration and Finance

Date(s)

This is to request for overtime of the following personnel:

Marile of Employee(s)	Date(5)	Jub(2) to be Accomplished bet Employee
Jo Jane D. Atok		
April Joy S. Vergara	June 18-19, 25-26, 2022	Conduct experiment
Christian Art L. Chua		
Zenaida T. Ecleo		
Requested by:	Approved by: [] with pay [x] without pay	
JO JANE & ATOK (Name)		
Instructor	DANIEL LESLIE S. TAN Vice President for Administration and Finance	
Position		
Advanced Research and		
Innovation Center		
Office		
No. 4 days		
Noted by:		
MA. THERESA P. LORETO	new Library	
Name		
Director		
Position		
Advanced Research and		
Innovation Center		
Office		
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