



February 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
Melfar M. Matugas	February 25, 2023	To do carpentry works for the VSU QPS and VMGO wooden frames of the Advanced Research and Innovation Center and College of Arts and Sciences.
Requested by: <u>MELFAR M. MATUGAS</u> Name <u>Utility</u> Position <u>Advanced Research and Innovation Center</u> Office Noted by:  <u>MA. THERESA P. LORETO</u> Name <u>Director</u> Position <u>Advanced Research and Innovation Center</u> Office	Approved by: <input checked="" type="checkbox"/> with pay <input type="checkbox"/> without pay <u>DANIEL LESLIE S. TAN</u> Vice President for Administration and Finance	