



February 1, 2024

Date

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

This is to request overtime work for the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
1. GORRE, Elvira B.	Feb. 1–29, 2024 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none">• Work on the OPCR and IPCR accomplishments for Jan-Dec and July-Dec, 2023, respectively;• Work on the IFWs of the ITEEM faculty;• Work on the project/study/ components leaders' appointments;• Do other urgent tasks as may be assigned (<i>details will be reflected on the overtime report</i>).
Requested by: TEOFANES A. PATINDOL <hr/> <i>Name</i> Director <hr/> <i>Position</i> ITEEM <hr/> <i>Office</i>		Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay EDGARDO E. TULIN <hr/> <i>Vice President for Administration and Finance</i>