






January 23, 2025

REQUEST TO RENDER SERVICE

DR. PROSE IVY G. YEPES
President
Visayas State University

Thru: Dr. Moises Neil V. Serino
VP for Administration and Finance

This is to request for service of the following personnel:

Name of Job Order Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Angel Marie B. Llarenas	January 25, 2025 (half-day)	To continue transferring all the content of the FFD and UGMAD Search 2025 Guidelines in CANVA to Word. To finalize the layout design for the FFD and UGMAD Search 2025 leaflet, which will be distributed during the information caravan scheduled before the end of January and/or ASAP.
Linus M. Masandag	January 25, 2025 (half-day)	To continue the layout design of posters for the FFD and UGMAD Search 2025, which will be distributed during the information caravan scheduled before the end of January and/or ASAP. To design a "Call for Nominations" for the FFD and UGMAD Search 2025 Facebook post.
Requested by:  ANGEL MARIE B. LLARENAS Name & Signature  LINUS M. MASANDAG Name & Signature  CATHERINE C. ARRADAZA Director Extension Office	Approved by: [] with pay [] without pay DR. MOISES NEIL V. SERINO Vice President for Administration and Finance	

This form should be filled up in 3 copies: 1 OVPAF; 1 UDRRMSSO; 1 Requesting Office



January 24, 2025

REQUEST TO RENDER OVERTIME

DR. PROSE IVY G. YEPES



President

Visayas State University

Thru: Dr. Moises Neil V. Serino

VP for Administration and Finance

This is to request for overtime of the following personnel:

Name of Regular/Casual Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Ganessa Rose G. Cuevas	January 25, 2025	<ul style="list-style-type: none">To finalize all the IEC materials needed for the Information Caravan for UGMAD Search 2025, such as leaflet, poster, and booklet. These are set to be delivered to all the LGUs and NGAs in Region 8 before the end of January 2025 or as soon as possible.To send and print all the sponsorship letters and communication letters to the LGUs and NGAs in Region 8.
Requested by:  <u>GANESSA ROSE G. CUEVAS</u> Name & Signature  <u>CATHERINE C. ARRADAZA</u> Director, Extension Office <u>Extension</u> Office		Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay <u>DR. MOISES NEIL V. SERINO</u> Vice President for Administration and Finance

This form should be filled up in 3 copies: 1 OVPAF; 1 UDRRMSSO; 1 Requesting Office

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

Visayas State University, PQWW-RJM, Baybay City, Leyte

Email: ovpaf@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600; Local 1002





January 23, 2025
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 Regular/Casual Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Marianne Joyce D. Gallego	January 25, 2025	<ul style="list-style-type: none">• To finalize the Physical Accomplishment Report CY 2024• To continue transferring the Annual Report Data for Extension Accomplishments• To continue making the Notice to Proceed & Budget Allotment Letter for the approved Extension Program/Projects• Preparing the NAP of Extension Office for submission
Requested by:  <u>MARIANNE JOYCE D. GALLEO</u> Name & Signature  <u>CATHERINE C. ARRADAZA</u> Director <u>EXTENSION OFFICE</u> Office Name	Approved by: [] with pay [] without pay <u>DR. MOISES NEIL V. SERIÑO</u> Vice President for Administration and Finance	

This form should be filled up in 3 copies: 1 OVPAF; 1 UDRRMSSO; 1 Requesting Office