



January 24, 2022

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
MARIA ROBERTA S. MIRAFLOR	Jan. 24-Feb. 28, 2022	Gathering and consolidation of supporting documents from different MFOs for submission to AO25 for FY 2021 PBB
		Encoding of names of faculty and staff to Form 1 and Evaluation Matrix for 2021 PBB Submission
		Print and scan gathered documents for submission to AO25 Secretariat
<b>Requested by:</b>  <u><b>RYSAN C. GUINOCOR</b></u> Name  <u>OIC Director</u> Position  <u>ODAS</u> Office		<b>Approved by:</b>  [ x ] with pay      [ ] without pay  <u><b>DANIEL LESLIE S. TAN</b></u> Vice President for Administration and Finance