

Name of Employee(s)

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

May	2.	2023	
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REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

Date(s)

This is to request for overtime of the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee	
Maria Rhoda A. Salas	May 2-5, 2023	To conduct distillation of laboratory camples	
Severo A. Cañete	(5:00 P.M11:00 P.M.)	To conduct distillation of laboratory samples	
Requested by: MARIA RHODA A. SALAS Name	Approved by: [] with pay [x]	without pay	
<u>Laboratory Aide</u> Position	DANIEL LESLIE S. TAN Vice President for Administration and Finance		
Advanced Research and Innovation Center Office			
Noted by: MA. THERESA P. LORETO			
Name <u>Director</u> Position			
Advanced Research and Innovation Center Office			