

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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Sept. 23, 2022

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
Carlito O. Suganob	September 24, 25, 2022	Prepare, gather and filed documents for the ISO internal audit.
		Date of Internal Audit:
		September 28, 2022
Requested by: MARIA HAZEL I. BELLEZAS Name	Approved by: [] with pay [] without pay	
Department Head Position		
DOE Office		