

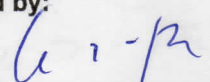
Sept. 23, 2022

**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	1. Prepare, gather and filed documents for the ISO internal audit.  Date of Internal Audit:  September 28, 2022
<b>Requested by:</b>  <b>MARIA HAZEL I. BELLEZAS</b> Name  Department Head Position  DOE Office	<b>Approved by:</b> [ ] with pay [ ] without pay  <b>DANIEL LESLIE S. TAN</b> Vice President for Administration and Finance	