



July 1, 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 |
|--|---|---|
| 1. GORRE, Elvira B. | July 4-29, 2022 (actual dates of OT rendered, refer to DTR) | <ul style="list-style-type: none">To work on the OPCR accomplishments for Jan-June 2022 (review the entries, refines the format, prints required copies, and packages for submission);To work on the IPCR accomplishments for Jan-June 2022 and all its exhibit attachments (checks entries of IPCR of other admin staff, refines formats, prints required copies, and packages for submission)To work on the Citizen's Charter |
| 2. BASTASA, Arturo S. | July 4-29, 2022 (actual dates of OT rendered, refer to DTR) | <ul style="list-style-type: none">To assist in the binding of the OPCR and IPCRTo perform other assistance necessary |
| Requested by: ELIZA D. ESPINOSA Name Director Position ITEEM Office | Approved by: [] with pay [] without pay DANIEL LESLIE S. TAN Vice President for Administration and Finance | |