

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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> May 11, 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
NELSIE F. MONDAL	May 2022	To provide the data and fill up the COST NORM forms for 2017 to be submitted on May 15, 2022
Charged to CTO		
Requested by:	Approved by: [ ] with pay [ ] without pay  DANIEL LESLIE S. TAN  Vice President for Administration and Finance	
VP for Academic Affairs  Position		
OVPAA Office		