



January 7, 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
Celso F. Sacro	January 1-31, 2022 February 1-28, 2022	<ul style="list-style-type: none"><li>Updating of Cash Book</li><li>Preparation of Report of Accountability for Accountable Forms</li></ul>
Dahlia R. Arpoceple	January 1-31, 2022 February 1-28, 2022	<ul style="list-style-type: none"><li>To review and stamp "Paid" in every page of Payrolls and Vouchers for STF report preparation.</li><li>Report preparation.</li><li>Updating of Cash Book.</li><li>Preparation and scanning of ISO related documents.</li></ul>
Valerie C. Valenzona	January 1-31, 2022 February 1-28, 2022	<ul style="list-style-type: none"><li>To update and prepare estimated amount of NCA Balances.</li><li>Posting of issued check and LDDAP-ADA.</li></ul>
Fe C. Calunangan	January 1-31, 2022 February 1-28, 2022	<ul style="list-style-type: none"><li>To prepare report of daily collections.</li><li>Segregates and binds official receipts of all Funds.</li></ul>
Ma. Melissa F. Mendoza	January 1-31, 2022 February 1-28, 2022	<ul style="list-style-type: none"><li>To prepare Checks for the TES grantees.</li><li>Updating of Cash Book.</li></ul>
Jennifer G. Tinaja	January 1-31, 2022 February 1-28, 2022	To prepare Demand Letters and assess old student accounts.
Peter Ben Laurice H. Urdaneta	January 1-31, 2022 February 1-28, 2022	<ul style="list-style-type: none"><li>To record Globe payments.</li><li>To segregate and record documents needed to deliver checks to different suppliers.</li></ul>
Jumari A. Baslan	January 1-31, 2022 February 1-28, 2022	<ul style="list-style-type: none"><li>To review and stamp "Paid" in every page of Payrolls and Vouchers for Trust Fund report preparation.</li><li>To prepare Checks for the TES grantees.</li></ul>