




Feb. 23, 2023

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 (Admin. Aide VI & DoE dDDRC)	Feb. 24-25, 2023	1. Prepare, gather and filed documents for the ISO internal audit.
Requested by:  ERNESTO F. BULAYOG Name Department Head Position DOE Office	Approved by: [] with pay [] without pay DANIEL LESLIE S. TAN Vice President for Administration and Finance	