

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 053 653 7108; Local 1002

Email: ovpaf@vsu.edu.ph Website: www.vsu.edu.ph

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<br>(Admin. Aide VI & DoE dDDRC) | Feb. 24-25, 2023                          | Prepare, gather and filed documents for the ISO internal audit. |
| Requested by:                                      | Approved by: [ ] with pay [ ] without pay | *   |
|  |   | ESLIE S. TAN<br>dministration and Finance                       |
| ERNESTOE BULAYOG                                   |   |   |
| Department Head  Position                          |   |   |
| DOE<br>Office                                      |   |   |