



April 1, 2024

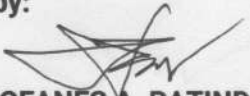
Date

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

This is to request overtime work for the following personnel:

| Name of Employee(s) | Date(s) | Job(s) to be Accomplished per Employee |
|---|--|--|
| 1. GORRE, Elvira B. | April 1–30, 2024 <i>(actual dates of OT rendered, will be reflected on the DTR)</i> | <ul style="list-style-type: none">• Desktop publishing of coffee table books of ITEEM-TED;• Work on IECs, posters, and other materials for printing, in preparation for the VSU Anniversary booth of the Institute;• Revise and finalize the ITEEM organizational structure;• Syncing of DTRs, incl. log appeals and applications for leave;• Conduct backing-up of e-files;• Do other urgent tasks as may be assigned <i>(details will be reflected on the overtime report)</i>. |
| Requested by:  TEOFANES A. PATINDOL Name Director Position ITEEM Office | | Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay EDGARDO E. TULIN Vice President for Administration and Finance |