



October 10, 2022


Date

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

This is to request for overtime work of the following personnel:

| Name of Employee(s) | Date(s) | Job(s) to be Accomplished per Employee |
|--|---|--|
| 1. AMESTOSO, Felix John T. | Oct. 12-31, 2022 <i>(actual dates of OT rendered, refer to DTR)</i> | <ul style="list-style-type: none">To continue the preparation of documents for AACCUP Level III accreditation;Do other urgent works <i>(details to be reflected on the overtime report)</i>. |
| 2. GORRE, Elvira B. | Oct. 10-31, 2022 <i>(actual dates of OT rendered, refer to DTR)</i> | <ul style="list-style-type: none">To assist in the preparation of documents for AACCUP Level III accreditation;Revisions of ITEE, MSTREC, and BSES brochures (layout and content);Do other urgent works <i>(details to be reflected on the overtime report)</i>. |
| Requested by:  ELIZA D. ESPINOSA Name Director Position ITEEM Office | Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay DANIEL LESLIE S. TAN Vice President for Administration and Finance | |