

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES

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1002

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July 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
Abrillo, Rey O.		
Arpoceple, Roberto S.	July 9,	
Calipayan, Ruel B.	2022	Installation of transformer at the back
Cobico, Edgardo G. Jr		of PPO building & rehabilitation of old
Israel, Gabriel Jr. A.		Transformers & Clearing operations,
Juntilla, Rafael Rosario A.		
Latras, Eric P.		
Rosal, Adelbert D.		
Sabando, Jeffrey R.		
Sopa, Eric B.		
Ababat, Claudio Jr. R.		Foreman/Electrician
Braga, Alfredo M.		Electrician/Lineman
Engr. Clint C. Sarvida		Electrical Engineer 1
Engr. Eric E. Sajulga		Electrical Engineer 2
Engr. Marlon G. Burlas		To Supervise of Electrician
Requested by:	Approved by: [x] with pay[] without pay	
Engr. Marlon G. Burlas Name		
<u>Head</u> Position	DANIEL LESLIE S. TAN Vice President for Administration and Finance	
Power Plant & Electrical Services Office		

Vision: A globally competitive university for science, technology, and environmental conservation. **Mission:** Development of a highly competitive human resource,

cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment. Page 1 of 2 FM-OAF-01

v2 08-05-2020

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