

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

December 07, 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
Maria Rhoda A. Salas		
Rizalie A. Caintic	December 08,2022	To conduct distillation of laboratory samples
Requested by:	Approved by: [] with pay [x]	without pay
MARIA RHODA A. SALAS Name		
<u>Laboratory Aide</u> Position	Vice Pi	DANIEL LESLIE S. TAN resident for Administration and Finance
Advanced Research and Innovation Center Office		
Noted by:	4 40 0 5 155 4 105 10 105	
MA. THERESA P. LORETO Name		
<u>Director</u> Position		
Advanced Research and Innovation Center Office		



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Requested by:	Approved by: [] with pay [x]	without pay
MARIA RHODA A. SALAS Name		
<u>Laboratory Aide</u> Position	Vice Pi	DANIEL LESLIE S. TAN resident for Administration and Finance
Advanced Research and Innovation Center Office		
Noted by:		
MA. THERESA P. LORETO Name	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
<u>Director</u> Position		
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Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Richard M. Nudalo	December 8, 2022	To accompany GSD workers
	9 1 165	
Requested by:	Approved by: [x] with pay [] without pay	
MA. THERESA P. LORETO Name		
<u>Director</u> Position	DANIEL LESLIE S. TAN Vice President for Administration and Finance	
Advanced Research and Innovation Center Office		
Noted by:		
MA. THERESA P. LORETO Name	1 man	
<u>Director</u> Position		
Advanced Research and Innovation Center Office		
Office		

and innovative technologies for sustainable communities and environment.