



March 16, 2023

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
Ababat, Claudio Jr. R.		Sound Operator/Technician 2
Cobico, Edgardo Jr. G.		Sound Operator/Technician 1
Calipayan, Ruel B.		Sound Operator Assistant
Sabando, Jeffrey R.		Sound Operator Assistant
	March 21, 24, 26,	
	30 & 31, 2023	To Conduct/Install/Operate Sounds
		FOR THE REHEARSAL OF MR. & MS.
		VSU AT THE VSU GYM from 5:00 pm
		Till the rehearsal ends.
Engr. Marlon G. Burlas		Supervisor
<div>Requested by: <u>MARLON G. BURLAS</u> <i>Name</i> <u>Head</u> <i>Position</i> <u>Power Plant & Electrical</u> <u>Services</u> <i>Office</i></div> <div>Approved by: [x] with pay [] without pay <u>DANIEL LESLIE S. TAN</u> <i>Vice President for Administration and Finance</i></div>		