

## OFFICE OF THE VICE PRESIDENT FOR **ADMINISTRATION & FINANCE**

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 Feb.	22,	2022	
	Da	te	

## 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	
MARLON G. BURLAS	Feb. 25, 26, Mar.	Sorting/ Preparation of Motor Pool ISO forms	
I. WALLOW S. BONEAG		for the coming external audit on March 15.	
2. VINCENT PAUL C. ASILOM	5, 5, 12 & 15, 2522	To the coming external addition violated 15.	
MARLON G. BURLAS Name	Approved by: [ ] with pay[ ] without pay		
Head Position		DANIEL LESLIE S. TAN	
Motor Pool Services Office	Vice President for Admin. And Finance		