

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

November 4, 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
Norberto M. Managbanag	November 5, 2022	Clean and grasscut the DoPAC sorroundings
Charged to: Lab Fees (STF-164)		
Requested by: ELIZABETH S. QUEVEDO Name	Approved by: [x] with pay	[] without pay
<u>Head</u> Position	DANIEL LESLIE S. TAN Vice President for Administration and Finance	
<u>DoPAC</u> Office		² ∞,