

## 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

> Nov. 29, 2021 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
DALISAY F. ANDRES	December 1-31, 2021 *including Sat. & Sun.	<ul> <li>To prepare Housing Contracts for VSU faculty and staff</li> <li>Preparation of Final Reports</li> </ul>
Requested by:	Approved by: [x] with pay  [] without pay  DANIEL LESLIE S. TAN  Vice President for Administration and Finance	
DILBERTO O. FERRAREN Name  VP for Planning. Resource Generation and Auxiliary Services Position		
OVPPRGAS Office		