



Nov. 29, 2021

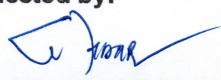
Date

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 <i>*including Sat. & Sun.</i>	<ul style="list-style-type: none">To prepare Housing Contracts for VSU faculty and staffPreparation of Final Reports
Requested by:  <u>DILBERTO O. FERRAREN</u> Name <u>VP for Planning, Resource Generation and Auxiliary Services</u> Position <u>OVPPRGAS</u> Office	Approved by: [x] with pay [] without pay DANIEL LESLIE S. TAN Vice President for Administration and Finance	