



March 1, 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 4, 11, 18,	
	25, 2023	To Conduct/Install/Operate Sounds
		NSTP Asymble at the VSU Gym
		From 8 am -12 nn
Engr. Marlon G. Burlas		Supervisor
<div>Requested by: <u>MARLON G. BURLAS</u> Name <u>Head</u> Position <u>Power Plant & Electrical</u> <u>Services</u> Office</div> <div>Approved by: [x] with pay [] without pay <u>DANIEL LESLIE S. TAN</u> Vice President for Administration and Finance</div>		