

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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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.	Date(e)	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
Requested by:	Approved by: [x] with pay [] without pay	
MARLON G. BURLAS Name		
Head	DANIEL LESLIE S. TAN	
Position	Vice President for Administration and Finance	
Power Plant & Electrical Services Office		