

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

March 27, 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
Maria Rhoda A. Salas Severo A. Cañete Rizalie A. Caintic	March 27-31, 2023 (5:00 -11:00 P.M.)	To conduct distillation of laboratory samples
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Requested by:		
ggreeden	Approved by: [] with pay [X] without pay	
MARIA RHODA A. SALAS Name Science Laboratory Aide Position	Vice F	DANIEL LESLIE S. TAN President for Administration and Finance
Advanced Research and Innovation Center Office Noted by:	Vice	resident for Administration and I mande
MA. THERESA P. LORETO Name		
Director Position	42.4	
Advanced Research and Innovation Center Office		