



December 9, 2021

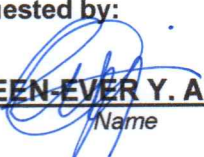
Date

## 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
Celso F. Sacro	November 27, 2021	Updating of Cash Book
	Dec. 1-31, 2021	Preparation of Report of Accountability for Accountable Forms for the Month of November
Dahlia R. Arpoceple	Dec. 1-31, 2021	To review and stamp "Paid" in every page of Payrolls and Vouchers for STF report preparation.
Jumari A. Baslan	Dec. 1-31, 2021	To review and stamp "Paid" in every page of Payrolls and Vouchers for Trust Fund report preparation.
Ma. Melissa F. Mendoza	Dec. 1-31, 2021	To prepare Checks for the Tulong Dunong grantees.
Rose-Ann Nuñez	Dec. 1-31, 2021	To review and stamp "Paid" in every page of Payrolls and Vouchers for General Fund report preparation.
Karen Sedrome	Dec. 1-31, 2021	To review and stamp "Paid" in every page of Payrolls and Vouchers for report preparation.
<div><div><div>Requested by:</div><div></div><div><b><u>QUEEN EVER Y. ATUPAN</u></b></div><div><i>Name</i></div><div><u>Sup. Admin. Officer</u></div><div><i>Position</i></div><div> <u>Office of the Cashier</u></div><div><i>Office</i></div></div><div><div>Approved by:</div><div><input type="checkbox"/> with pay      <input type="checkbox"/> without pay</div><div> <b><u>DANIEL LESLIE S. TAN</u></b></div><div><i>Vice President for Administration and Finance</i></div></div></div>		