



**VISAYAS**  
STATE UNIVERSITY



**VSU**  
**Tropical**  
**Ecology**

August 15, 2024

**Dr. Elwin Jay V. Yu**

Vice-President for Administration and Finance  
Visayas State University  
Visca, Baybay City

Dear *Dr. Yu*,

This is to request consideration for the attached "Request to Render Overtime" for Ms. Elvira B. Gorre. The jobs stated in the request are not all routinary for Ms. Gorre as the Administrative Assistant of the Institute that caters three of the core functions of the University – Instruction, Research, and Extension.

Desktop publishing/designing/lay-outing demands intense focus, is time-consuming, and requires disturbance-free hours for staff with diverse work during the day; OPCR and IPCR also require focus and likewise demand overtime; other jobs in the request are sometimes being done after office hours to prioritize daily routine deliverables.

Actual work accomplished during overtime may differ from what is being reflected in the request, depending on what is intensely required for the Institute to deliver on the given time, considering the Institute's multiple functions.

I am hoping for your favorable action on this request.

Thank you very much.

Very truly yours,

**TEOFANES A. PATINDOL**

Director