

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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September 1, 2022
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	
1. GORRE, Elvira B.	Sept. 1-30, 2022 (actual dates of OT rendered, refer to DTR)	<ul> <li>To work on documents for AACCUP Level III accreditation, re- compliance report;</li> <li>Revisions of MSTREC and BSES brochures (layout and content);</li> <li>Other urgent works (details to be reflected on the overtime report).</li> </ul>	
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Requested by:	Approved by:		
ELIZA D. ESPINOSA Name	[ ] with pay	[ ] without pay	
Director			
Position	DANIEL LESLIE S. TAN		
ITEEM		dent for Administration and Finance	
Office		ę	