



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 style="list-style-type: none">To work on documents for AACCUP Level III accreditation, re-compliance report;Revisions of MSTREC and BSES brochures (layout and content);Other urgent works (details to be reflected on the overtime report).
Requested by: ELIZA D. ESPINOSA <i>Name</i> Director <i>Position</i> ITEEM <i>Office</i>	Approved by: [] with pay [] without pay DANIEL LESLIE S. TAN <i>Vice President for Administration and Finance</i>	