

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE

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July 15, 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	
Claudio R. Ababat Jr.	July 17,	To install Sound System and lights at RDE hall	
Edgardo G. Cobico Jr.	2022	In Preparation for the graduation rites Senior	
Ruel B. Calipayan	Sunday	High School on July 18 & 19, 2022.	
Jeffry R. Sabando			
Benjie C. Oquias			
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Requested by:	A managed by	Approved by: [x] with pay[] without pay	
Engr. Marlon G. Burlas			
Name			
Head			
Position		DANIEL LESLIE S. TAN	
Power Plant & Electrical Services	Vice	Vice President for Administration and Finance	
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Vision: Mission: Office