



February 9, 2023

Date

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

This is to request overtime work for the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
1. AMESTOSO, Felix John T.	Feb. 9–28, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none"> To assist in the ISO Re-Certification Audit-related works; To reorganize the records of the files and other documents in accordance with the university's QMS; Do other urgent work <i>(details to be reflected on the overtime report)</i>.
2. BENITEZ, Cecilio M.	Feb. 9–28, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none"> To assist in the ISO Re-Certification Audit-related works; To scan the IPCR & OPCR 2022 targets and accomplishments; To prepare the travel liquidations of the ECoSAP project personnel; Do other urgent work <i>(details to be reflected on the overtime report)</i>.
3. FLORENTINO 4. Ken N.	Feb. 9–28, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none"> To assist in the ISO Re-Certification Audit-related works; To assist in the reorganization of the records of files and other documents in accordance with the university's QMS; Do other urgent work <i>(details to be reflected on the overtime report)</i>.
5. GORRE, Elvira B.	Feb. 9–28, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none"> To assist in the ISO Re-Certification Audit-related works; To finalize the layout of the assessment report on the "Marine Beach Ecosystem Reassessment of the Proposed Marine Cable in the Philippines (SCIP) Project"; To finalize the revision of the Institute's Organizational Structure; Do other urgent work <i>(details to be reflected on the overtime report)</i>.

6. GUNDEMARO, Karen D.	Feb. 9–28, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none"> To assist in the ISO Re-Certification Audit-related works; To assist in the reorganization of the records of files and other documents in accordance with the university's QMS; Do other urgent work (<i>details to be reflected on the overtime report</i>).
7. LONGATANG, Kleer Jeann G.	Feb. 9–28, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none"> To spearhead the ISO Re-Certification Audit-related works; To reorganize the records of the files and other documents in accordance with the university's QMS; Do other urgent work (<i>details to be reflected on the overtime report</i>).
8. LONGATANG, Leonard Paolo	Feb. 9–28, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none"> To assist in the ISO Re-Certification Audit-related works; To assist in the reorganization of the records of files and other documents in accordance with the university's QMS; Do other urgent work (<i>details to be reflected on the overtime report</i>).
9. OQUIAS Rose Mary F.	Feb. 9–28, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none"> To assist in the ISO Re-Certification Audit-related works; To assist in the reorganization of the records of files and other documents in accordance with the university's QMS; Do other urgent work (<i>details to be reflected on the overtime report</i>).
Requested by: <div style="text-align: center;"> ELIZA D. ESPINOSA <hr/> <i>Name</i> <div>Director</div> <hr/> <div>Position</div> <div>ITEEM</div> <hr/> <div>Office</div> </div>		Approved by: <div style="text-align: center;"> <input type="checkbox"/> with pay <input type="checkbox"/> without pay DANIEL LESLIE S. TAN <hr/> <i>Vice President for Administration and Finance</i> </div>