

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 053 653 7108; Local 1002

Email: ovpaf@vsu.edu.ph Website: www.vsu.edu.ph

> March 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
MARIA ROBERTA S. MIRAFLOR	March, 2022	Binding of FY 2021 PBB hard copy reports for submission to AO25
		Finalize results of evaluation of FY 2020 Grant for Merit Increase
Requested by:	Approved by:	
RYSAN C. GUINOCOR Name	[x] with pay [] without pay	
<u>Director</u> Position	DANIEL LESLIE S. TAN  Vice President for Administration and Finance	
ODAS Office		