



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: <u>RYSAN C. GUINOCOR</u> <i>Name</i> <u>Director</u> <i>Position</i> <u>ODAS</u> <i>Office</i>		Approved by: [x] with pay [] without pay <u>DANIEL LESLIE S. TAN</u> <i>Vice President for Administration and Finance</i>