



November 3, 2022

Date

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

This is to request for overtime work of the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
1. GORRE, Elvira B.	Nov. 3-30, 2022 (actual dates of OT rendered, refer to DTR)	<ul style="list-style-type: none">To lay out the welcome signage, backdrop, and program for the visit of Nagoya University (NU) Graduate School of Bioagricultural Science (GSBS), Asian Satellite Campuses Institute (ASCI), and NUASC-Philippines Professors and Staff at VSU-NU Laboratory, scheduled on November 16-18, 2022;Do other urgent work (details to be reflected on the overtime report).
Requested by: ELIZA D. ESPINOSA Name Director Position ITEEM Office	Approved by: [] with pay [] without pay DANIEL LESLIE S. TAN Vice President for Administration and Finance	