



December 13, 2021

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
1. Jessamine C. Ecleo	December 1-31, 2021	Preparation/Review of Procurement-related documents and reports
		Preparation of BAC Resolutions
		Preparation of BAC Communications
2. Leopoldo S. Escala	December 1-31, 2021	Preparation of Bid Bulletin
		Posting in Philgeps in the Bid Bulletin and alternative mode of Procurement
		Preparation of Documents for alternative mode of Procurement for BAC Resolution
3. Lilibeth Victoria V. Pagalan	December 1-31, 2021	Preparation of Notice of Award, Contract and Notice to Proceed
4. Ery S. Esguerra	December 1-31 2021	Preparation of voucher
		Preparation of ISO documents
Requested by: <u>RYSAN C. GUINOCOR</u> <i>Name</i> <u>OIC-Director</u> <i>Position</i> <u>ODAS</u> <i>Office</i>		Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay <u>DANIEL LESLIE S. TAN</u> <i>Vice President for Administration and Finance</i>