

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE

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	Jan.	31,	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	
1. PHLOEM GALUPO	Feb. 1, 2022	Survey for the reconstruction of the	
2. LUCIO POLE Jr.		University fence.	
MARIO LILIO F. VALENZONA Name Director	Approved by: [] with pay[] without pay		
Physical Plant Office Office	DANIEL LESLIE S. TAN Vice President for Admin. And Finance		