

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE

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> Feb. 23, 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
MICHAEL V. MANAGBANAG	Feb. 25, 26 & 27,	To conduct & fetch Dr. Daniel Leslie S. Tan
2. ALBERTO N. BANAYAG	2022	and co. to Tarlac and Pampanga.
Requested by: MARLON G. BURLAS Name	Approved by: [] with pay[] without pay DANIEL LESLIE S. TAN Vice President for Admin. And Finance	
Head Position Motor Pool Services Office		