

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 053 653 7108; Local 1002

Email: ovpaf@vsu.edu.ph
Website: www.vsu.edu.ph

September 16, 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
Ababat, Claudio Jr. R.	September 16,	To conduct/ tender the sound
Cobico, Edgardo Jr. G.	2022	System at the VSU gym for the
Sabando, Jeffry R.		Students acquaintance party from
Calipayan, Ruel B.		5:00 pm to 10 pm
Requested by:	Approved by: [x] with pay [] without pay	
MARLON G. BURLAS Name		
Head	DANIEL LESLIE S. TAN	
Position	Vice President for Administration and Finance	
Power Plant & Electrical Services Office		

Vision: Mission:



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<u>Services</u> Office		

Vision: Mission: