

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:

[illegible]

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:  <div style="text-align: center;"> <b>MARLON G. BURLAS</b>  <i>Name</i>   <b>Head</b>  <i>Position</i>   <b>Power Plant &amp; Electrical Services</b>  <i>Office</i> </div>	Approved by: [ x ] with pay [ ] without pay  <div style="text-align: center;"> <b>DANIEL LESLIE S. TAN</b>  <i>Vice President for Administration and Finance</i> </div>	