



March 30, 2023

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.		Sound Operator/Technician 2
Cobico, Edgardo Jr. G.		Sound Operator/Technician 1
Calipayan, Ruel B.		Sound Operator Assistant
Sabando, Jeffrey R.		Sound Operator Assistant
	April 1, 14, 15,	
	21, 22, 23, 24,	To Conduct/Install/Operate Sounds
	25, 2023	FOR THE REHEARSAL OF MR. & MS.
		VSU AT THE VSU GYM from 6:00 pm
		Till the rehearsal ends. Preliminary rounds,
		the swimwear, Q & A, talent Competitions
		And the Coronation night of
		Mr. & Ms. VSU 2023
Engr. Marlon G. Burlas		Supervisor
<div>Requested by: <u>MARLON G. BURLAS</u> <i>Name</i> <u>Head</u> <i>Position</i> <u>Power Plant & Electrical</u> <u>Services</u> <i>Office</i></div> <div>Approved by: [x] with pay [] without pay <u>DANIEL LESLIE S. TAN</u> <i>Vice President for Administration and Finance</i></div>		