



2/F Administration Building  
Visca, Baybay City, Leyte, PHILIPPINES  
Telefax: +63 053 653 7108; Local 1002  
Email: [ovpaf@vsu.edu.ph](mailto:ovpaf@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

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:**

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.