

Name of Employee(s)

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

Job(s) to be Accomplished per Employee

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

April 24, 2023 Date

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

Date(s)

This is to request for overtime of the following personnel:

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Maria Rhoda A. Salas			
Rizalie A. Caintic	April 24-28, 2023 (5:00 P.M11:00 P.M.)	To conduct distillation of laboratory samples	
Severo A. Cañete			
Requested by:	Approved by: [] with pay [x]	without pay	
MARIA RHODA A. SALAS Name			
<u>Laboratory Aide</u> Position	Vice Pre	DANIEL LESLIE S. TAN esident for Administration and Finance	
Advanced Research and			
Innovation Center	30 7 10 10		
Office			
	1		
Noted by:			
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ntplate	3-2		
MA. THERESA P. LORETO Name			
	27 00 20		
<u>Director</u>	**************************************		
Position	1		
Advanced Research and			
Innovation Center	20 400 20 1 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
Office	10 TO		