



January 6, 2023

Date

**REQUEST TO RENDER OVERTIME**

**The President**

**Thru: The Vice President for Administration and Finance**

This is to request overtime work for the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
1. GORRE, Elvira B.	Jan. 6-31, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none"><li>• To finalize the IPCR Jan-Dec 2023 Targets;</li><li>• To finalize the OPCR and IPCR Jul-Dec 2022 Accomplishments;</li><li>• To finalize the ITEEM Annual Report 2022;</li><li>• To layout the report on "Marine Beach Ecosystem Reassessment of the Proposed Marine Cable in the Philippines (SCIP) Project"</li><li>• Do other urgent work (<i>details to be reflected on the overtime report</i>).</li></ul>
<b>Requested by:</b>  ELIZA D. ESPINOSA <i>Name</i>  Director <i>Position</i>  ITEEM <i>Office</i>	<b>Approved by:</b>  [ ] with pay      [ ] without pay   DANIEL LESLIE S. TAN <i>Vice President for Administration and Finance</i>	