

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 053 653 7108; Local 1002

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

> March 18, 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	
1. JONELL B. VECINA	March 19 & 20, 2022	Removal and clearing of obstructions in the Sidewalk of Nangka drive (Upper and Lower campus	
2. VERONICO R. PADERES			
3. JAIME A. CABALLERO			
Requested by: MARLON G. BURLAS Name	Approved by:	Approved by: [] with pay[] without pay	
Head Position Motor Pool Services Office	Vic	DANIEL LESLIE S. TAN Vice President for Admin. And Finance	