



19 April 2022
Date

REQUEST TO RENDER OVERTIME

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Daniel Leslie S. Tan
Vice President for Administration and Finance

This is to request for overtime of the following personnel:

Name of Employee	Date(s)	Job(s) to be Accomplished per Employee
Jimbo S. Posas*	April 23, 2022	1. Encode the records management plan template; 2. Digitize the IPCRs of VSU employees for the period Jan-June & July-Dec. CY 2021 and upload the same to the e-records system of OHRA;
	April 30, 2022	1. Scan and upload the following documents to the database of OHRA: a. OPCR from different offices/depts. for the period Jan-June & July-Dec. CY 2021; b. HR documents and other permanent records.
Requested by: <u>MARIA ROBERTA S. MIRAFLORES</u> Name <u>Unit Head</u> Position <u>OHRA</u> Office	Approved by: [] with pay [] without pay <u>DANIEL LESLIE S. TAN</u> Vice President for Administration and Finance	

*JO worker (OP memo circular no. 46, s. 2022)