

## OFFICE OF THE VICE PRESIDENT FOR VISAYAS ADMINISTRATION AND FINANCE

July 5, 2024	
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 Regular/Casual Employee(s)	Date(s)	Job(s) to be Accomplished per Employee	
1. GORRE, Elvira B.	July 5–31, 2024 (actual dates of OT rendered, will be reflected on the DTR)	<ul> <li>Design/layout RF training materials for printing (certificates and signages for tarp);</li> <li>OPCR &amp; IPCR accomplishments, Jan-June 2024;</li> <li>Design/layout materials for the scheduled tribute to the BSES graduates;</li> <li>Syncing of DTRs, incl. log appeals and applications for leave;</li> <li>Conduct backing-up of e-files;</li> <li>Do other urgent tasks as may be assigned (details will be reflected on the overtime report).</li> </ul>	
Requested by: Approve		ved by:	
TEOFANES A. PATINE Name  Director Position  ITEEM Office	DOL	[ ] with pay [ ] without pay  ELWIN JAY V. YU  Vice President for Administration and Finance	

This form should be filled up in 3 copies: 1 OVPAF; 1 UDRRMSSO; 1 Requesting Office

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

Visayas State University, PQWW+RJM, Baybay City, Leyte

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

Phone: +63 53 565 0600; Local 1002

Page 1 of 1 FM-OAF-01 V03 04-04-2024