

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

January 21, 2023 Date

REQUEST TO RENDER OVERTIME

The President

Name of Employee(s)

Thru: The Vice President for Administration and Finance

Date(s)

This is to request for overtime of the following personnel:

Zenaida T. Ecleo		
Christian Art L. Chua	January 21, 2023	Changing of medium of cell
Mikhaela Anne Therese A.	,	Changing of medium of cell
Bargamento		
Maria Rhoda A. Salas		
Rizalie A. Cañata		Extract essential oil
Severo A. Cañete		
Requested by:	Approved by: [] with pay [x] without pay	
ZENAIDA T. ECLEO Name		
Research Assistant Position	DANIEL LESLIE S. TAN	
	Vice President for Administration and Finance	
Advanced Research and	*	
Innovation Center Office		
Опісе		
Natad by		
Noted by:		
MA. THERESA P. LORETO		, =,
Name		
Director		
Position		
*** #**		
Advanced Research and		
Innovation Center		
Office		