



May 8, 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.	May 8–31, 2023 <i>(actual dates of OT rendered, will be reflected on the DTR)</i>	<ul style="list-style-type: none"><li>• To work on the digital and print IEC materials needed for the 25<sup>th</sup> Anniversary of the ITEEM;</li><li>• To finalize the layout of the assessment report on the "Marine Beach Ecosystem Reassessment of the Proposed Marine Cable in the Philippines (SCIP) Project" of VSU-GHD;</li><li>• To finalize the layout of the assessment report on "The Marine Flora and Fauna in the Vicinity of Philippine Associated Smelting and Refining (PASAR) Corporation, Barangay Libertad, Isabel, Leyte";</li><li>• To finalize the revision and the layout of the Institute's Organizational Structure;</li><li>• Do other urgent work (<i>details to be reflected on the overtime report</i>).</li></ul>
<b>Requested by:</b>  <div>ELIZA D. ESPINOSA Name</div> <div>Director Position</div> <div>ITEEM Office</div>		<b>Approved by:</b>  [ ] with pay      [ ] without pay  <div>DANIEL LESLIE S. TAN Vice President for Administration and Finance</div>