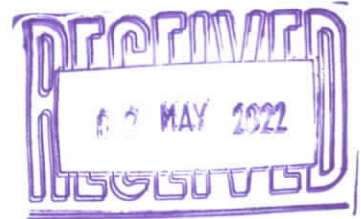




May 2, 2022
Date



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
Abedejos, Mary Anne C.	Whole month of May 2022 including Saturdays and Sundays	<ul style="list-style-type: none">• Preparation of the necessary documents for the incoming Online AACUP Program Accreditation and Institutional Accreditation on April• Continuation of the collation and verification of the 2nd Surveillance Audit Findings• Preparation for the 4th Internal Quality Audit
Batis, Dae-Anne Lane		
Didal, Poca Joe		
Honrada, Remart C.		
Honrada, Ronnel C.		
Jayme, Christian Albert		
Narvios, Chelsea		
Oraño, Pamela		
Valenzona, Raul Anthony		
Vega, Maria Lilia		
Villahermosa, Angelica Mae B.		
<div><div><div>Requested by:</div><div> EDITHA G. CAGASAN Name <i>anc s/da</i></div><div>Director for Quality Assurance Position</div><div><u>ODQA</u> Office</div></div><div><div>Approved by:</div><div><input type="checkbox"/> with pay <input type="checkbox"/> without pay</div><div> DANIEL LESLIE TAN <i>vs/r</i></div><div>Vice President for Administration and Finance</div></div></div>		