

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

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

April 17, 2023 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
Maria Rhoda A. Salas	April 17-20, 2023	
Severo A. Cañete	(5:00 P.M11:00 P.M.)	To conduct distillation of laboratory samples
Requested by: MARIA RHODA A. SALAS Name	Approved by: [] with pay [x] without pay	
<u>Laboratory Aide</u> Position	DANIEL LESLIE S. TAN Vice President for Administration and Finance	
Advanced Research and Innovation Center Office		
Noted by:		
MA. THERESA P. LORETO Name		
<u>Director</u> Position		
Advanced Research and Innovation Center Office	40	