

	Republic of the Philippines <b>BULACAN AGRICULTURAL STATE COLLEGE</b> Pinaod, San Ildefonso, Bulacan 3010	Document No.: BASC-AF-QSF-03
		Rev. No.: 00
	<b>REQUEST TO RENDER OVERTIME SERVICE</b>	Effectivity Date: 07/15/2019

**Date:**

**JAMESON H. TAN, Ed.D.**

President  
 This College

Sir:

As prescribed in Section 5.6 of Memorandum Order No. 019, series of 2019, may I recommend the following faculty member/s and/or administrative personnel to render overtime services within the period indicated below, to produce the output/perform the task/s, as indicated below:

Name of Employee	Status		Requested Date/s	Expected Output Description	Remarks
	Casual	Permanent			
1.					
2.					
3.					
4.					
5.					

*(Use additional sheet/s if necessary)*

The above-named faculty member(s)/ administrative personnel is/are not subject of the Notice of Habitual Tardiness and Notice of Habitual Absences in the previous quarter.

Looking forward to your approval of this request.

Very truly yours,

APPROVED BY:

\_\_\_\_\_  
 <Position/Designation>  
 Signature over Printed Name

\_\_\_\_\_  
**JAMESON H. TAN, Ed.D.**  
 College President

Tracking No.: \_\_\_\_\_