

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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> May 04, 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
Richard Nudalo	May 07-08,	General check-up and assessment of the building.
	2022	Assist Ms. Atok.
Requested by:  MA. THERESA P. LORETO  Name	Approved by: [x] with pay [] without pay	
INSTRUCTOR Position	Daniel Leslie S. Tan  Vice President for Administration and Finance	
Advanced Research and Innovation Center Office		