



July 1, 2024

REQUEST TO RENDER SERVICE

The President

Thru: The Vice President for Administration and Finance

This is to request for service of the following personnel:

Name of Job Order Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Rose Mary F. Oquias Fedilito M. Almeroda Christian Irvin Seno	June 12, 2024	Attend meeting on the planning and preparation of training from June 17-22, 2024; Water the plants around ITEEM-TED, Agroecosystem areaa and Aquilaria Ex-Situ area
	June 15, 2024	Preparation of training materials i.e., programs, training evaluations, individual training evaluations, pre-and-post tests, and training kits; Attend meeting on the finalizations of training activity for June 17-22, 2024
	June 17, 2024	Facilitate during the opening training program and lecture proper "Trainers Training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as a Biodiversity-Friendly Enterprise in Region VIII" dated on June 17-22, 2024
	June 22, 2024	Facilitate during the closing program of the training
Cesar Rama	June 1, 2024	Conducted census, girth measurement, and geospatial mapping of the trees associated with <i>Aquilaria</i> located within the study plots along each four transects as continuation from previous month data collection
	June 12, 2024	Attend meeting on the planning and preparation of training from June 17-22, 2024 Water the plants around ITEEM-TED, Agroecosystem areaa and Aquilaria Ex-Situ area
	June 17, 2024	Facilitate during the opening training program and lecture proper "Trainers Training on Rainforestation-Aquilaria Farming to Support Sustainable Agarwood Production as a Biodiversity-Friendly Enterprise in Region VIII" dated on June 17-22, 2024
	June 29, 2024	Monitored the <i>Aquilaria</i> plants in the field site

This form should be filled up in 3 copies: 1 OVPAF; 1 UDRRMSSO; 1 Requesting Office

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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