



April 4, 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 Severo A. Cañete Rizalie A. Caintic	April 4, 2023 (5:00 -11:00 P.M.) April 5, 2023 (1:00 -11:00 P.M.)	To conduct distillation of laboratory samples
Requested by:  MARIA RHODA A. SALAS Name Science Laboratory Aide Position Advanced Research and Innovation Center Office	Approved by: [] with pay [x] without pay DANIEL LESLIE S. TAN Vice President for Administration and Finance	
Noted by:  MA. THERESA P. LORETO Name Director Position Advanced Research and Innovation Center Office		