




Date: June 20, 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
Dante T. Abenoja	June 22-23 & 29-30, 2024	<ul style="list-style-type: none">• To assist the students and faculty in the conduct of their field activities.• To assist in the herding of carabao and pasturing of ducks in the field to control the• destructive golden snails,• To assist in the field practicum of students, especially in the operation of tractors and• other farm equipment,• To do minor repairs in the shed house and repairs of machinery and farm equipment,• To assist in the data gathering of department-related projects.
Requested by:  TEODOMERO C. RATILLA <i>Name & Signature</i> School Farm Demonstrator <i>Position</i> DEPARTMENT OF AGRONOMY <i>Office</i>	Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay ELWIN JAY V. YU <i>Vice President for Administration and Finance</i>	

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