



May 5, 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
FELIX JOHN T. AMESTOSO (Alternate dDRC)	May 5-31, 2023 (actual dates of OT rendered will be reflected on the DTR)	<ul style="list-style-type: none"><li>The Alternate dDRC will partially/completely accomplish the records appraisal of ISO and other accreditation documents of the Institute – depending on the remaining time with respect to other duties within the month</li><li>To finalize the laboratory manual (TP-IMD-04) of Envi 115n – Aquatic Resource Management</li></ul>
<b>Requested by:</b>  <b><u>ELIZA D. ESPINOSA</u></b> Name  <b><u>DIRECTOR</u></b> Position  <b><u>ITEEM</u></b> Office	<b>Approved by:</b> [✓] with pay      [ ] without pay  <b>DANIEL LESLIE TAN</b> Vice President for Administration and Finance	