



April 4, 2023

**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
Norberto M. Managbanag	April 8, 2023	To trim/prune and grass cutting at DoPAC surroundings
<b>Requested by:</b>  <b><u>ELIZABETH S. QUEVEDO</u></b> Name  <b><u>Head</u></b> Position  <b><u>Dept. of Pure &amp; Applied Chemistry</u></b> Office		<b>Approved by:</b> <b>[ X ] with pay      [ ] without pay</b>  <b>DANIEL LESLIE S. TAN</b> Vice President for Administration and Finance