

ADMINISTRATION AND FINANCE

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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
Requested by:	Approved by: [X] with pay [] without pay DANIEL LESLIE S. TAN Vice President for Administration and Finance	
ELIZABETH S. QUEVEDO Name Head Position		
Dept. of Pure & Applied Chemistry Office		