



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		February 11, 2023	To conduct distillation of laboratory samples
Severo A. Canete			
Requested by:		Approved by:	
MRIA RHODA A. SALAS		[] with pay	
Name		[x] without pay	
Laboratory Aide		DANIEL LESLIE S. TAN	
Position		Vice President for Administration and Finance	
Advanced Research and Innovation Center			
Office			
Noted by:			
MA. THERESA P. LORETO			
Name			
Director			
Position			
Advanced Research and Innovation Center			
Office			