

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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February 21, 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
Melfar M. Matugas	February 25, 2023	To do carpentry works for the VSU QPS and VMGO wooden frames of the Advanced Research and Innovation Center and College of Arts and Sciences.
Requested by:		
MELFAR M. MATUGAS Name	Approved by: [x] with pay	] without pay
<u>Utility</u> Position		
Advanced Research and Innovation Center Office	Vice F	DANIEL LESLIE S. TAN President for Administration and Finance
Noted by:  MA. THERESA P. LORETO  Name		
<u>Director</u> Position		
Advanced Research and Innovation Center Office		