



September 30, 2022


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
Norberto M. Managbanag	October 1, 2022	Clean and grasscut the DoPAC sorroundings
Charged to: Lab Fees (STF-164)		
<b>Requested by:</b>  <b><u>ELIZABETH S. QUEVEDO</u></b> Name  Head Position  DoPAC Office		<b>Approved by:</b> [ x ] with pay      [ ] without pay  <b><u>DANIEL LESLIE S. TAN</u></b> Vice President for Administration and Finance