

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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April 27,	2022	
April 27, 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	
April Joy S. Vergara	April 30, 2022	Conduct experiment and check cultured cells	
Christian Art Chua	May 01, 2022		
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Requested by: JO JANE D. ATOK Name	Approved by: [] with pay [x] without pay		
INSTRUCTOR Position	<u>Daniel Leslie S. Tan</u> Vice President for Administration and Finance		
Advanced Research and Innovation Center Office			
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