



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	
Requested by: <u>JO JANE D. ATOK</u> <i>Name</i> <u>INSTRUCTOR</u> <i>Position</i> <u>Advanced Research and Innovation Center</u> <i>Office</i>		Approved by: [] with pay [x] without pay <u>Daniel Leslie S. Tan</u> <i>Vice President for Administration and Finance</i>