



VISAYAS
STATE UNIVERSITY

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March 31, 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
Ma. Abegail B. Baula Jeannette M. Edaño		April 1, 2023 (8:00 -5:00 P.M.)	To conduct fungal isolation
Requested by: MA. ABEGAIL B. BAULA Name Research Assistant Position PhilRootcrops Office Noted by: MARLITO JOSE M. BANDE Name Project Leader Position Institute of Tropical Ecology and Environmental Management (ITEEM) Office		Approved by: [] with pay [x] without pay DANIEL LESLIE S. TAN Vice President for Administration and Finance	

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.