



March 14, 2024

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
Zenaida T. Ecleo	March 16, 2024 8:00 A.M. - 3:00 P.M.	Conduct Oil Red O staining experiment
Requested by:  <b><u>ZENAIDA T. ECLEO</u></b> Name  <b><u>Science Research Assistant</u></b> Position  <b><u>Advanced Research and Innovation Center</u></b> Office	Approved by: [ ] with pay      [x] without pay  <b><u>EDGARDO E. TULIN</u></b> Vice President for Administration and Finance	
Noted by:  <b><u>MA. THERESA P. LORETO</u></b> Name  <b><u>Director</u></b> Position  <b><u>Advanced Research and Innovation Center</u></b> Office		