

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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February 21, 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
Richard M. Nudalo	February 25, 2023	To continue cleaning the laboratories, hallways and rooms of ARI Center in preparation of recertification audit.
Requested by:  RICHARD M. NUDALO  Name	Approved by: [x] with pay [] without pay	
Utility/Messenger Position  Advanced Research and Innovation Center Office	DANIEL LESLIE S. TAN  Vice President for Administration and Finance	
MA. THERESAIP. LORETO Name		
<u>Director</u> Position		
Advanced Research and Innovation Center Office		