

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

Date: September 18, 2024

REQUEST TO RENDER SERVICE

The President

Thru: The Vice President for Administration and Finance

This is to request the service of the following personnel in preparation for the September 23, 2024 (Monday) Internal Audit.

Name of Job Order Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Milesa C. Marsado	September 21-22, 2024	■ To prepare the documents needed for the ISO Internal Audit scheduled for 23 September 2024 ■ To collate, sort, photocopy, and file
		documents needed for the ISO internal audit.
Lovely V. Paderes	September 21-22, 2024	To collate and prepare the research and extension documents needed for the ISO Internal Auditl ike reports.
		To label, collate and organize research and extension documents for the Internal Audit.
Gretchen Mae M. Prado	September 21-22, 2024	■ To collate and prepare the calibration reports of the instruments and equipment of the DA Laboratories. ■ To prepare the tracer and employability reports needed for the ISO Internal Audit
	,	evaluation. To clean and prepare the laboratory for the visit of the ISO Internal Audit.

This form should be filled up in 3 copies: 1 OVPAF; 1 UDRRMSSO; 1 Requesting Office

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

Visayas State University, PQWW+RJM, Baybay City, Leyte

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Requested by:	Approved by:	
LUZ G. ASIO Name & Signature	[] with pay [] without pay	
Office Head Position	Vice President for Administration and Finance	
DEPARTMENT OF AGRONOMY_ Office		

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.