



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	<ul style="list-style-type: none">■ 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	<ul style="list-style-type: none">● To collate and prepare the research and extension documents needed for the ISO Internal Audit like reports.● To label, collate and organize research and extension documents for the Internal Audit.
Gretchen Mae M. Prado	September 21-22, 2024	<ul style="list-style-type: none">■ 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

<p>Requested by:</p> <p><u>LUZ G. ASIO</u> <i>Name & Signature</i></p> <p><u>Office Head</u> <i>Position</i></p> <p><u>DEPARTMENT OF</u> <u>AGRONOMY</u> <i>Office</i></p>	<p>Approved by:</p> <p><input type="checkbox"/> with pay <input type="checkbox"/> without pay</p> <p style="text-align: center;"><u>ELWIN JAY V. YU</u> <i>Vice President for Administration and Finance</i></p>
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