



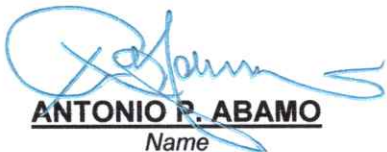
November 20, 2023
Date

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
- Marianne Joyce L. De Caiman	November 25 & 26, 2023	<ul style="list-style-type: none">- Filing Documents Received and Release- Document Preparation for the upcoming ISO 9001:2015 surveillance audit- Prepare communication and solicitations for the Centennial Founding Anniversary to distribute to the respective sponsors.- Clear out all the pending documents for validation & for review.
Requested by:  ANTONIO P. ABAMO Name Director of Extension Position Extension Office Office	Approved by: [x] with pay [] without pay DANIEL LESLIE S. TAN Vice President for Administration and Finance	