

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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January 7, 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	
Maria Rhoda A. Salas			
Rizalie A. Caintic	January 7, 2023	To conduct distillation of laboratory samples	
Severo A. Cañete	, , , , , , , , , , , , , , , , , , ,		
Requested by: MARIA RHODA A. SALAS Name	Approved by: [] with pay [x]	without pay	
<u>Laboratory Aide</u> Position	DANIEL LESLIE S. TAN Vice President for Administration and Finance		
Advanced Research and Innovation Center Office			
MA. THERESA P. LORETO Name Director Position			
Advanced Research and Innovation Center Office			