

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 053 653 7108; Local 1002

Email: ovpaf@vsu.edu.ph Website: www.vsu.edu.ph

> April 12, 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	April 12-14, 2023 (5:00-8:00 P.M.) April 13-14, 2023 (7:00-8:00 A.M.)	To accompany the Laborers of Camprock Analytika who will be installing the laboratory tables in the Genomics Laboratory  (Charged to OVPRGAS)
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	
Noted by:  DILBERTO O. FERRAREN  Name		
Project Leader  Position  MA. THERESA P. LORETO  Name		
Center Director Position		
Advanced Research and Innovation Center Office		