

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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December 23, 2022 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
Zenaida T. Ecleo Mikhaela Anne Therese A. Bargamento Christian Art L. Chua	December 26,2022	Change of medium
Requested by: ZENAIDA T. ECLEO Name	Approved by: [] with pay [x] without pay	
Science Research Assistant Position	Vice P	DANIEL LESLIE S. TAN resident for Administration and Finance
Advanced Research and Innovation Center Office		
Noted by: MA. THERESA P. LORETO Name		
<u>Director</u> Position		
Advanced Research and Innovation Center Office		