

## OFFICE OF THE VICE PRESIDENT FOR **ADMINISTRATION AND FINANCE**

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> February 16, 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
April Joy S. Vergara	February 19-20,	Assist technician in the repair of air condition
Christian Art Chua	2022	unit
Requested by:	Approved by: [ ] with pay [x] without pay	
JO JANE D. ATOK Name		
INSTRUCTOR Position	Daniel Leslie S. Tan Vice President for Administration and Finance	
Advanced Research and Innovation Center Office		