



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