




March 25, 2024  
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<br>Chinelo M. Cardaño<br>Rizalie A. Caintic<br>Severo A. Cañete Jr.<br>Parson A. Cañete   | March 25-27, 2024<br>5:00 P.M. - 10:00 P.M.  | To speed up the extraction of essential oils for analysis in abroad |
| Requested by:<br><br><b>MARIA RHODA A. SALAS</b><br>Name<br><br>Science Research Assistant<br>Position<br><br>Advanced Research and<br>Innovation Center<br>Office<br><br>Noted by:<br><br><b>MA. THERESA P. LORETO</b><br>Name<br><br>Director<br>Position<br>Advanced Research and<br>Innovation Center<br>Office | Approved by:<br>[ ] with pay <input checked="" type="checkbox"/> without pay<br><br><b>EDGARDO E. TULIN</b><br>Vice President for Administration and Finance |   |