

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

> 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 Chinelo M. Cardaño Rizalie A. Caintic Severo A. Cañete Jr. Parson A. Cañete	March 25-27, 2024 5:00 P.M 10:00 P.M.	To speed up the extraction of essential oils for analysis in abroad
Requested by: MARIA RHODA A. SALAS Name	Approved by: [] with pay [without pay	
Science Research Assistant Position	EDGARDO E. TULIN Vice President for Administration and Finance	
Advanced Research and Innovation Center Office		
Noted by:		
MA. THERESA P. LORETO Name		325
Director Position Advanced Research and Innovation Center Office		