

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

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 July	6.	2022	
7	D	ate	

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		
Jo Jane D. Atok				
April Joy S. Vergara	July 16-17	Conduct experiment		
Christian Art L. Chua	July 10-17			
Zenaida T. Ecleo				
Requested by: JO JANE D. ATOK Name	Approved by: [] with pay [x] without pay			
Instructor Position	DANIEL LESLIE S. TAN Vice President for Administration and Finance			
Advanced Research and Innovation Center Office				
Noted by: MA. THERESA P. LORETO Name				
Director Position				
Advanced Research and Innovation Center Office				