

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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April 4, 2023	
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	
Richard M. Nudalo	April 4, 2023 (5:00-11:00 P.M.) April 5, 2023 (1:00-11:00 P.M.) April 7 & 10, 2023 (8:00-12:00 NN)	To assist and accompany of the research assistant in the conduct of the laboratory experiment	
Requested by:			
RICHARD M. NUDALO Name	Approved by: [x] with pay [] without pay		
Utility/Messenger Position		,	
Advanced Research and Innovation Center Office	DANIEL LESLIE S. TAN Vice President for Administration and Finance		
Noted by:	##*		
MA. THERESA P. LORETO Name			
Center Director Position			
Advanced Research and Innovation Center Office			