



October 21, 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		
Maria Rhoda A. Salas	October 22, 2022	To assist the Czech Republic Team in arranging and organizing the glass wares and supplies of the Laboratory for Bioactive Natural Compounds at ARI Center.		
Rizalie A. Caintic				
<table border="0"><tr><td style="vertical-align: top; width: 35%;"><p>Requested by:</p><p><u>MARIA RHODA A. SALAS</u> <i>Name</i></p><p><u>Research Aide</u> <i>Position</i></p><p><u>Advanced Research and Innovation Center</u> <i>Office</i></p><p>Noted by:</p><p><u>MA. THERESA P. LORETO</u> <i>Name</i></p><p><u>Director</u> <i>Position</i></p><p><u>Advanced Research and Innovation Center</u> <i>Office</i></p></td><td style="vertical-align: top; width: 65%;"><p>Approved by:</p><p><input type="checkbox"/> with pay <input checked="" type="checkbox"/> without pay</p><p><u>DANIEL LESLIE S. TAN</u> <i>Vice President for Administration and Finance</i></p></td></tr></table>			<p>Requested by:</p> <p><u>MARIA RHODA A. SALAS</u> <i>Name</i></p> <p><u>Research Aide</u> <i>Position</i></p> <p><u>Advanced Research and Innovation Center</u> <i>Office</i></p> <p>Noted by:</p> <p><u>MA. THERESA P. LORETO</u> <i>Name</i></p> <p><u>Director</u> <i>Position</i></p> <p><u>Advanced Research and Innovation Center</u> <i>Office</i></p>	<p>Approved by:</p> <p><input type="checkbox"/> with pay <input checked="" type="checkbox"/> without pay</p> <p><u>DANIEL LESLIE S. TAN</u> <i>Vice President for Administration and Finance</i></p>
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