

April 24, 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		
Maria Rhoda A. Salas	April 24-28, 2023 (5:00 P.M.-11:00 P.M.)	To conduct distillation of laboratory samples		
Rizalie A. Caintic				
Severo A. Cañete				
<div>Requested by:  MARIA RHODA A. SALAS Name Laboratory Aide Position Advanced Research and Innovation Center Office</div> <div>Noted by:  MA. THERESA P. LORETO Name Director Position Advanced Research and Innovation Center Office</div>				
<div>Approved by: [] with pay [x] without pay DANIEL LESLIE S. TAN Vice President for Administration and Finance</div>				