




Date: **August 12, 2024**

**REQUEST TO RENDER SERVICE**

**The President**

**Thru: The Vice President for Administration and Finance**

This is to request for service of the following personnel:

Name of Job Order Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Aleamar N. Valenzona	August 21 and 26 2024	<ul style="list-style-type: none"><li>■ To fix and repair dikes and levees in order to impound water in rice paddies in preparation for puddling operation.</li><li>■ To clean waterways and irrigation canals.</li><li>■ To prepare seedbed for the scheduled sowing on August 28, 2024.</li></ul>
<p><b>Requested by:</b></p> <p> <b>ED ALLAN L. ALCOBER</b> Name &amp; Signature</p> <p><u>Project Leader</u> Position</p> <p><b>DEPARTMENT OF AGRONOMY</b> Office</p>	<p><b>Approved by:</b></p> <p>[ ] with pay      [ ] without pay</p> <p><b>ELWIN JAY V. YU</b> Vice President for Administration and Finance</p>	

This form should be filled up in 3 copies: 1 OVPAF; 1 UDRRMSSO; 1 Requesting Office

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

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