



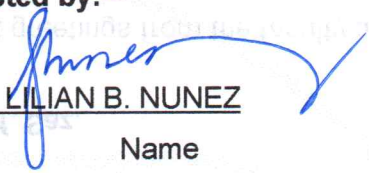
Date

REQUEST TO RENDER SERVICE

Dr. Prose Ivy G. Yepes
President, VSU

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
MANUEL KENNETH BORCI	Nov. 23-24, 2024	Clean the ISRDS Training Room and CRs in preparation for the Campus Journalism Training of VSUA students Clean the training room and CRs Sweep the ISRDS lobby.
Requested by:  <u>LILIAN B. NUNEZ</u> Name <u>Director,</u> Position <u>ISRDS</u> Office	Approved by: <input checked="" type="checkbox"/> [X] with pay <input type="checkbox"/> [] without pay <u>ELWIN JAY V. YU</u> Vice President for Administration and Finance	

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