

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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	
(GCCRDC), VSU. Itea haghicht of the relet plant and led blant and led blant and appeal plant and led blant and le	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: LILIAN B. NUNEZ Name Director, Position ISRDS Office	Approved [X] with	Approved by: [X] with pay [] without pay ELWIN JAY V. YU Vice President for Administration and Finance	

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 Visayas State University, PQWW+RJM, Baybay City, Leyte

Email: ovpaf@vsu.edu.ph Website: www.vsu.edu.ph

Phone: +63 53 565 0600; Local 1002

Page 1 of 1 FM-OAF-02 V00 04-04-2024

No.