

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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July 10, 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
Richard M. Nudalo	July 10, 2023 (5:00P.M9:00 P.M.)	To assist and accompany of the research assistant in the conduct of the laboratory experiment
Requested by:		
Name	Approved by: [] with pay [x] without pay	
Utility/Messenger Position		
Advanced Research and Innovation Center Office	Vice F	DANIEL LESLIE S. TAN President for Administration and Finance
Noted by:		
MA. THERESA P. LORETO Name		
<u>Director</u> Position		
Advanced Research and Innovation Center Office		