




January 21, 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
Zenaida T. Ecleo Christian Art L. Chua Mikhaela Anne Therese A. Bargamento	January 21, 2023	Changing of medium of cell
Maria Rhoda A. Salas Rizalie A. Caintic Severo A. Cañete		Extract essential oil
<div>Requested by:  <b><u>ZENAIDA T. ECLEO</u></b> Name  Research Assistant Position  <b><u>Advanced Research and Innovation Center</u></b> Office</div> <div>Noted by:  <b><u>MA. THERESA P. LORETO</u></b> Name  Director Position  <b><u>Advanced Research and Innovation Center</u></b> Office</div>		
<div>Approved by: <input type="checkbox"/> with pay      <input checked="" type="checkbox"/> without pay  <b><u>DANIEL LESLIE S. TAN</u></b> Vice President for Administration and Finance</div>		