



April 17, 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
Maria Rhoda A. Salas	April 17-20, 2023 (5:00 P.M.-11:00 P.M.)	To conduct distillation of laboratory samples
Severo A. Cañete		
Requested by: <u>MARIA RHODA A. SALAS</u> Name <u>Laboratory Aide</u> Position <u>Advanced Research and Innovation Center</u> Office	Approved by: [] with pay [x] without pay <u>DANIEL LESLIE S. TAN</u> Vice President for Administration and Finance	
Noted by: <u>MA. THERESA P. LORETO</u> Name <u>Director</u> Position <u>Advanced Research and Innovation Center</u> Office		