

MEMORANDUM

TO: Carmen K. Santos, Business & Finance Vice President
Cc: Esther A. Rios, Financial Aid Coordinator
FROM: Dr. R. Ray D. Somera, Vice President for Academic Affairs
SUBJECT: Additional hours for work study LJ Castro
DATE: November 20, 2013

[Signature]
11/20/2013

This is to formally request to add 30 additional hours for Ma. Luisa Joy Castro (B00158738) to assist the Academic Vice President's office with the ISMP layout, mission/vision poster design, and AVP SAGA Report cover design.

She will be paid the amount of \$217.50 out of the Academic Vice President's incentive funds, FOAP# 12.5000Z.6111 .33.5ZM3 (\$7.25x30hrs).

RECEIVED

NOV 29 2013 *[Signature]*

☒ Approved

☐ Disapproved:

[Signature: CK Santos]
Carmen K. Santos, Vice President
Finance and Administration

11/27/13
Date

Note:

Exhaust Work Study hours & Charge new FOAP
above for addl. hours.

SEE 140413P

CAS 12/4/13

Amend FOAP effective 12/1/2013 w/30 hrs additional

HRD