



HRDS-PAD Form No.08 (Revised, January 2015)		APPLICATION FOR AVAILMENT OF COMPENSATORY TIME-OFF (CTO)		 Republic of the Philippines DEPARTMENT OF LABOR AND EMPLOYMENT NATIONAL CAPITAL REGION	
Name of Employee:			Position:		
Office:		Bureau:		Date of Filing:	
DETAILS OF APPLICATION					
Number of Hours Applied for			Inclusive Date/s		
Requested by:			Recommending Approval by:		
_____ Signature of Applicant			_____ Division Chief / Executive Assistant		
DETAILS OF ACTION OF APPLICATION					
CERTIFICATION OF COMPENSATORY OVERTIME CREDITS (COC) as of _____ Number of Hours Earned: _____ _____ HRMO/HRMO-designate			APPROVAL <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval due to _____ _____ Head of Office		
1. The CTO may be availed of in blocks of four (4) or eight (8) hours. 2. The employee may use the CTO continuously up to a maximum five (5) consecutive days per single availment, or on staggered basis within the year. 3. The employee must first obtain approval from the head of office regarding the schedule of availment of CTO. 4. Attach approved Certificate of COC Earned (prescribed form under joint CSC-DBM Circular No. 2, series of 2004) for validation Purposes.					

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