



	Republic of the Philippines INSTITUTE FOR LABOR STUDIES General Luna St., Intramuros, Manila	HR Services: Internal Leave Credit (ILC) Form Reference No.:	Revision No.: 00 Effectivity Date:
INSTRUCTIONS: Upon completion of this form, submit to HR Unit for computation of your remaining ILC or Compensatory Overtime Credits (COC). ILC/COC may be availed in blocks of four (4) or eight (8) hours for a maximum of 5 consecutive days.			
Date Filed:	20 October 2022		 Signature of Applicant
Name:	TACADAO, MIRALUNA S.		
Designation:	Chief Labor and Employment Officer		
Number of Hours/Days applied for:		16 hours (or 2 days)	
Date of Availment for Compensatory Time-Off (CTO):		2022-11-28,2022-11-29	
Certified Availability of ILS/COC by: (to be filled by HR Unit)			
 YUMI L. BALUYUT Administrative Officer V (HRMO III) Date Signed:		CERTIFICATION OF ILS/COC EARNED	
		Certification as of: 20-Oct-2022	
		Number of Hours Earned: 16:30:00	
		Date of Last Certification: 26-Sept-2022	
(to be filled out by the immediate supervisor)		(to be filled out by the approving authority)	
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended due to _____  ATTY. MARY GRACE L. RIGUER-TEODOSIO Deputy Executive Director III Date Signed:		<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended due to _____  JEANETTE T. DAMO OIC - Executive Director III Date Signed:	