December 18, 2024

**Dear Atty. Albina:**

With reference to the approved Summary of Honoraria for the First Semester S.Y. 2025-2026 from March to February, this is to respectfully request the Compensatory Time-Off (CTO)/Service Credits of the undersigned as shown in the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Subject Handled** | **Equivalent Teaching Load** | **Actual Overload** | **Paid Overload** | **Number of Hours to Claim for CTO (4.25x18/wks)** |
| **Jhon Harvey Babia** |  |  | 10.00 |  |  |