

## NATIONAL CENTER FOR MENTAL HEALTH HUMAN RESOURCE MANAGEMENT OFFICE AVAILMENT OF COMPENSATORY TIME-OFF

HRMO Availment Compensatory Time Off Rev. 0 03 Oct 2022

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DATE:		NAME:	POSITION:	LOCAL NO.:
OVERTIME	RENDERED	DATE OF CTO	BALANCE	REMARKS
DATE	HOURS	DATE OF CIO	(TO BE FILLED UP BY LEAVE UNIT)	KEIVIAKKS
Employee S	Signature overprii	nted Name	Immediate	Supervisor
		Chief o	f Section	
Chief of Service				
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				HRMO Availment
		NATIONAL CENTER F HUMAN RESOURCE M	FOR MENTAL HEALTH ANAGEMENT OFFICE	Compensatory Time Off
		AVAILMENT OF COMP		Rev. 0
				03 Oct 2022
DATE:		NAME:	POSITION:	LOCAL NO.:
	RENDERED	DATE OF CTO	BALANCE	REMARKS
DATE	HOURS	2.112 31 313	(TO BE FILLED UP BY LEAVE UNIT)	
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Employee S	Signature overprii	nted Name	Immediate	Supervisor
Chief of Section				

Chief of Service