



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

*HRMO Availment
Compensatory
Time Off
Rev. 0
03 Oct 2022*

DATE:		NAME:	POSITION:	LOCAL NO.:
OVERTIME RENDERED		DATE OF CTO	BALANCE (TO BE FILLED UP BY LEAVE UNIT)	REMARKS
DATE	HOURS			

Employee Signature overprinted Name

Immediate Supervisor

Chief of Section

Chief of Service



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