



**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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