



**NATIONAL CENTER FOR MENTAL HEALTH  
HUMAN RESOURCE MANAGEMENT OFFICE  
MONTHLY REPORT OF ATTENDANCE**

*HRMO Monthly  
Report Attendance  
Rev. 2  
25 Jul 2022*

Month \_\_\_\_\_, 20\_\_\_\_\_

NAME OF SERVICE/ SECTION/ PAVILION \_\_\_\_\_

NO.	NAMES	DATE OF ABSENCE	ABSENCES		TOTAL NO. OF ABS	DATE OF T/ UT	TARDINESS		UNDERTIME		TOTAL NO. OF T/ UT	REMARKS
			VAC	SICK			HRS	MIN	HRS	MIN		

Submitted by: \_\_\_\_\_

Noted by: \_\_\_\_\_