

### CONSOLIDATED RECORD OF ATTENDANCE (CRA)

For the month of \_\_\_\_\_, 20\_\_\_\_\_

Section/Office/Department/Unit:\_\_\_\_\_

[illegible]

I HEREBY CERTIFY that the foregoing is a true and correct report of attendance of **ALL PERSONNEL** (permanent and contractual) of the above area and under my direct supervision based on CSC Form No. 48 duly accomplished daily by personnel concerned and supported by approved application for leave of absence.

Prepared by:

Certified correct:

**NOTE:** Monthly CRAs and DTRs should be submitted to the Human Resource Development Division (HRDD) within 5 days after the end of the month.

*\*Maternity Leave (MAT); Special Leave Privilege (SLP); Parental Leave (PAR)), Paternity Leave (PAT), Rehab. Leave (RL), CNA, RA 9710 (MCOW), please specify.*