

PHILIPPINE GENERAL HOSPITAL

The National University Hospital
University of the Philippines Manila
HUMAN RESOURCE DEVELOPMENT DIVISION

Taft Avenue, Manila

PHIC- Accredited Health Care Provider ISO 9001 Certified

	(Dept/Div/Unit)			-			
	REPORT OF COMPENSA	ATORY OVERTIME CRI			TIME OFF	: (СТО)	
Seq. No.	Name of Employee	Previous Balance as of (in days/hrs/min)	Earned COCs/ (in days/hrs/min)	Applied CTO		Ending Balance of COC as of(in days/hrs/min)	
				(days/hrs)	Date		
	Prepared by:		Certi	fied Correct/S	ubmitted by	<i>7</i> :	
	Date: Date:						
		shall be computed on a retained in dup shall be retained with in	plicate: the original co	off date shall opy shall be su	be end of the beat to t	e month. he HRDD while the	
(Foi	use of Human Resource Develor	oment Division)					
	Validated by:						
	Validated by:						
	Olive D. C. C.	and Day 1. C.				Data	
Chief, Benefits/Welfare and Records Section Human Resource Development Division					Date		