
(Dept/Div/Unit)

For the Month of _____

[illegible]

Certified Correct/Submitted by:

Date: _____

Instructions: 1. The COCs shall be computed on a monthly basis and cut-off date shall be end of the month.
2. This report shall be prepared in duplicate: the original copy shall be submitted to the HRDD while the duplicate shall be retained with in the unit.

Validated by:

Date _____