PGH Form No. Q-073005 Rev.01, Eff. 02 January 2013



## 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 9001:2008 Certified

			(Dept./Division/Unit	<u>.</u>		
	REPORT OF COMP	ENSATORY OVERT		C) and COMP		RY TIME OFF (CTO)
Seq. No.	Name of Employee	Previous Balance as of (in days/hrs/min)	Earned COCs (days/hrs/min)	Applied CTO		Ending Balance ofCOC as of
		<u> </u>		(days/hrs)	Date	(days/hrs/min)
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		1				
	Prepared by:			Certified o	orrect/Subr	nitted by:
Date:						
	Instructions: 1. The COCs 2. This report duplicate	shall be computed on shall be prepared in de shall be retained with	uplicate: the original	copy shall be s	unmitted to	
(F	for use of Human Resource Dev	elopment Division)				
	Validated by:					
	vandated by.					
		elfare & Records Se e Development Divis				Date