

NATIONAL CENTER FOR MENTAL HEALTH HUMAN RESOURCE MANAGEMENT OFFICE AVAILMENT OF COMPENSATORY TIME-OFF

HRMO Availment Compensatory Time Off Rev. 0

				03 Oct 2022
DATE:		NAME:	POSITION:	LOCAL NO.:
OVERTIME RENDERED DATE HOURS		DATE OF CTO	BALANCE (TO BE FILLED UP BY LEAVE UNIT)	REMARKS
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Employee Signature overprinted Name Immediate Supervisor				
Chief of Section				
Chief of Service				
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