Republic of the Philippines

Department of Environment and Natural Resources

**BIODIVERSITY MANAGEMENT BUREAU**

Quezon Avenue, Diliman, Q. C.

No. \_\_\_\_\_\_\_\_\_

**CERTIFICATE OF COC EARNED**

This certificate entitles Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Compensatory Overtime Credits.

(number of hours)

\_\_\_\_\_\_\_\_\_\_**RANDY C. MABANA**\_\_\_\_\_\_\_\_

Action Officer, Admin. & Finance Unit

Office of the Director

Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Valid Until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No. of Hours of**  **Earned COCs/**  **Beginning Balance** | **Date of CTO** | **Used COCs** | **Remaining COCs** | **Remarks** |
|  |  |  |  |  |

Prepared by: Approved by:

\_\_\_\_\_\_\_\_\_\_\_**RANDY C. MABANA**\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**ARMIDA P. ANDRES\_**\_\_\_\_\_\_\_\_

Action Officer, Admin. & Finance Unit OIC Assistant Director, BMB

Office of the Director In concurrent capacity as Chief, CMD

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Date)