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)