Republic of the Philippines

Department of Environment and Natural Resources

**BIODIVERSITY MANAGEMENT BUREAU**

Quezon Avenue, Diliman, Q. C.

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

A**PPLICATION FOR AVAILMENT**

**Compensatory Time Off (CTO)**

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

(Last) (First) (M.I.)

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DETAILS OF APPLICATION**

Number of Hours

Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inclusive Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommending Approval:

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

(Signature of Applicant)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Head of Office/Division Chief)

**DETAILS OF ACTION ON APPLICATION**

1. Certification of Compensatory Overtime b. Approval

Credit (COC) as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Hours Earned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval

Disapproval

\_\_\_\_\_\_\_\_\_\_\_**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