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