



Application for Compensatory Time Off (CTO) / Overtime Services Form

Employee's ID No: _____ Date Filed: _____

Employee's Name: _____

Requesting Office: _____

Date of OT: _____

Reason / Urgent Tasks:

OT to be: Monetized COC Off Set

Endorsed by:

Employees Signature Supervisor/Academic Head

Computation for Monthly Summary of Overtime Services

Recommendation:

Approval

- with pay
- with Compensatory Overtime Credit (COC)
- Without pay nor non-monetary credit

Disapproved due to: _____

Total no. of Hours: _____

Noted by:

Approved by:

RUFINA M. DUMAOANG **REV. DR. FERDINAND A. ANNO**

Admin & HRD Officer

College President

To be filed in two copies: your file, A/HRMO pg 1/2



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Procedure on Rendition of Overtime Service and Availment of CTO

1. Department Head/Supervisor requests overtime subject to the approval by the College President/Executive Trustee of the Management Committee & Chairman of the Board of Trustee. The Office Order includes the approved work plan, outputs, and performance indicators;
2. The employee renders overtime as stipulated in the approved Office Order;
3. The Human Resource Management Officer prepares monthly summary of overtime services rendered and issue the Compensatory Overtime Credits Certificate. The basis for the certifications are the DTRs, accomplishment reports and the approved Office Order; and
4. The employee requests in advance approval of the CTO from the supervisor/head of office. He/she shall properly turn over office/work responsibilities before going on CTO to ensure smooth workflow.



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