

REQUEST FOR COMPENSATORY TIME-OFF



00448

DATE OF FILING

July 16, 2024

This is to request for Compensatory Time-Off (CTO) on

July 18-19, 2024
By: _____
(Date)
Date/Time: 7/17/24 3:50

8:00 AM

to

5:00 PM

AM/PM

(Time)

(Time)

For the of purpose of

personal

Thank you;

EDWARD E. DITA

Signature Over Printed Name

Certificate of Compensatory Overtime Credits

Total COC Earned : 192 hrs.
Less: Applied CTO : 16 hrs.
COC Balance : 176 hrs.

As of 07-16-2024

fingerprints
MARIE GAIL C. GONZALES
Administrative Aide IV

Recommending Approval:

DANTE J. MARCELO, PhD, CESO VI

Assistant Schools Division Superintendent

APPROVED BY:

ALFREDO B. GUMARU JR. EdD CESO V

Schools Division Superintendent

Personnel
0905