

Certificate of COC Earned

This certificate entitles Mr./Ms. _____ to
 _____ of Compensatory Overtime Credits.
 (number of hrs.)

 Head of Office

Date Issued: _____

Valid Until: _____

back

No. of Hours Earned COCs/Beginning Balance	Date of CTO	Used COCs	Remaining COCs	Remarks

Approved by:

Claimed:

 Head of Office

 HRDO

 Date

 Date