



Republic of the Philippines
MINDANAO STATE UNIVERSITY AT NAAWAN

Office of the Human Resource Management

MSUN-OHRM-CTO-____-2026-REV00

APPLICATION FOR COMPENSATORY TIME-OFF (CTO)

1. Office/Department	2. Name (Last)	(First)	(Middle)
3. Date of Filing:	4. Position:		

DETAILS OF CTO APPLICATION

INCLUSIVE DATE(S) OF CTO	NUMBER OF HOURS/DAYS APPLIED FOR

Note:

1. The CTO may be availed of in blocks of four (4) or eight (8) hours. Agencies adopting alternative work schedules should make parallel adjustments in the availment blocks, tantamount to either a half or full day leave of work.
2. The employee may use the CTO continuously up to a maximum of five (5) consecutive days per single availment, or on staggered basis within the year.
3. The employee must first obtain approval from the head of the agency/authorized official regarding the schedule of availment of CTO. The management shall accommodate, to the extent practicable, all application for availment of CTO at the time requested by the employee. In the exigency of the service, however, the schedule may be recalled and subsequently rescheduled by the Head of the Office / authorized official within the year.

Signature of Applicant

DETAILS OF ACTION ON CTO APPLICATION

CERTIFICATION OF COMPENSATORY OVERTIME CREDITS (COCs)
as of _____

Total COCs : _____
Remaining COCs

RECOMMENDATION

☐ Approved
☐ Disapproved due to _____

DELYN M. BUCAY, MBM
Acting HRM Officer

Authorized Official/Cost Center Head

APPROVED FOR:

_____ days/hours Compensatory Overtime Credits
(specify) _____ others

DISAPPROVED DUE TO :

DR. ELNOR C. ROA
University Chancellor

Date: _____

*Please submit two copies on A4-sized bond paper.

