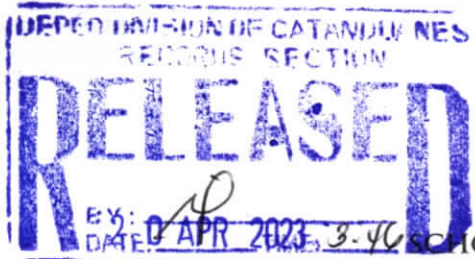




Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES



**UNNUMBERED MEMORANDUM:**  
OSDS-PER-UM-04-20-2023/MBL

TO : Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
All Others Concerned

From :   
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

SUBJECT : **APPLICATION FOR COMPENSATORY TIME OFF (CTO)  
FORM – Revised 2023**

DATE : April 20, 2023

1. This Office informs the field on the use of the Application for CTO Form- Revised 2023 effective April 24, 2023.
2. The instructions and requirements are indicated at the back of the revised form.
3. For information, guidance and strict compliance.

MBL/Compensatory Time Off (CTO) Form – Revised 2023  
031/April 20, 2023





## APPLICATION FOR COMPENSATORY TIME OFF (CTO)

1. SCHOOL/DISTRICT/OFFICE _____	2. NAME : (Last) _____	(First) _____	(Middle) _____
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3. DATE OF FILING _____	4. POSITION _____	5. SALARY ₱ _____
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### 6. DETAILS OF APPLICATION

<p>6.A DETAILS OF COMPENSATORY TIME OFF</p> <p><input type="checkbox"/> Vacation Leave <input type="checkbox"/> Sick Leave</p> <p>6.B NUMBER OF WORKING DAYS APPLIED FOR</p> <p>_____</p> <p>6.C INCLUSIVE DATES</p> <p>_____</p>	<p>_____</p> <p>Signature of Applicant</p>
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### 7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF COMPENSATORY OVERTIME CREDIT</p> <p>As of _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <thead> <tr> <th colspan="3" style="text-align: center;">COMPENSATORY OVERTIME CREDIT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Total Earned</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center;">Less this application</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Balance</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 20px;">MARICHELLE B. LLAVE Administrative Officer IV</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Authorized Officer)</p>	COMPENSATORY OVERTIME CREDIT			Total Earned			Less this application			Balance			<p>7.B RECOMMENDATION</p> <p><input type="checkbox"/> FOR APPROVAL <input type="checkbox"/> FOR DISAPPROVAL DUE TO</p> <p>_____</p> <p>_____</p> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div> <p style="text-align: center;">(Authorized Official)</p>
COMPENSATORY OVERTIME CREDIT													
Total Earned													
Less this application													
Balance													

7.C APPROVED FOR: _____ days with pay	7.D DISAPPROVED DUE TO: _____
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SOCORRO V. DELA ROSA  
Schools Division Superintendent

## **INSTRUCTIONS AND REQUIREMENTS**

- Application for Compensatory Time Off (CTO) charged to Compensatory Overtime Credit (COC) shall be a maximum of five (5) days per single availment subject to the following conditions:
  1. CTO for vacation leave, prior approval of the agency head or authorized official must be obtained first;
  2. CTO for sick leave applied in advance, prior approval of the agency head or authorized official must be obtained first;
  3. CTO for sick leave filed immediately upon employee's return from such leave, the required prior approval may be dispensed with for absences due to illness.
  4. The policy provided under the Omnibus Rules on Leave regarding the application and approval of vacation and sick leave shall also apply.
  
- This Form shall be accomplished in two (2) original copies
  
- For Implementing Units, the signatories are as follows:
  - 7.A – Administrative Officer
  - 7.B – School Head
  
- For School Heads, the signatory for 7.B is the Assistant Schools Division Superintendent