



PM UNDERTIME SLIP

Name: \_\_\_\_\_  
Office/Division: \_\_\_\_\_  
Date: \_\_\_\_\_

☐ PM Half Day ☐ PM Under-time/Early Out

Target Time Out: \_\_\_\_\_

Reasons: \_\_\_\_\_  
\_\_\_\_\_

Noted by:

Name & Signature		
Position	Immediate Head	Division/Office Head

Noted and verified by: **RIO HILLARY P. DALMAN**  
OIC-Director, HRMD

Approved by (for MANCOM members only):

**JESTONI P. BABIA, LPT, EdD**  
City College President



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