



Republic of the Philippines City of Cagayan de Oro CITY COLLEGE OF CAGAYAN DE ORO Administrations Cluster Human Resource and Management Division (HRMD)

PM UNDERTIME SLIP			PM UNDERTIME SLIP		
Name: Office/Division: Date:			Name: Office/Division: Date:		
PM Half Day PM Under-time/Early Out			PM Half Day PM Under-time/Early Out		
Target Time Out:			Target Time Out:		
Reasons:			Reasons:		
Noted by:			Noted by:		
Name & Signature			Name & Signature		
Position	Immediate Head	Division/Office Head	Position	Immediate Head	Division/Office Head
Noted and verified by: RIO HILLARY P. DALMAN OIC-Director, HRMD			Noted and verified by: RIO HILLARY P. DALMAN OIC-Director, HRMD		
Approved by (for MANCOM members only):			Approved by (for MANCOM members only):		
<u>JESTONI P. BABIA, LPT, EdD</u> City College President			<u>JESTONI P. BABIA, LPT, EdD</u> City College President		
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