



# Certificate of Attendance (COA)

What is COA?

The **Certificate of Attendance (COA)** application serves as a substitute for the biometric logs.

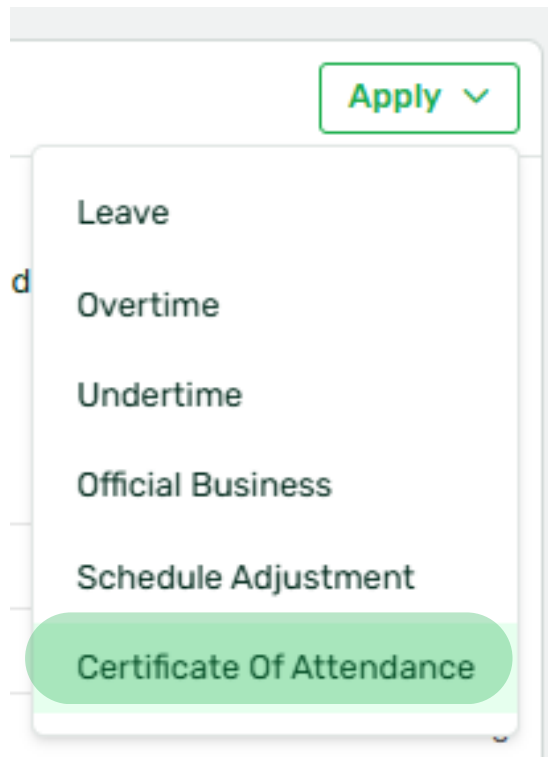
This is usually filed if there is a malfunction in the biometric device or Time In and/or Time Out was tagged incorrectly.

# How to file a Certificate of Attendance (COA)?

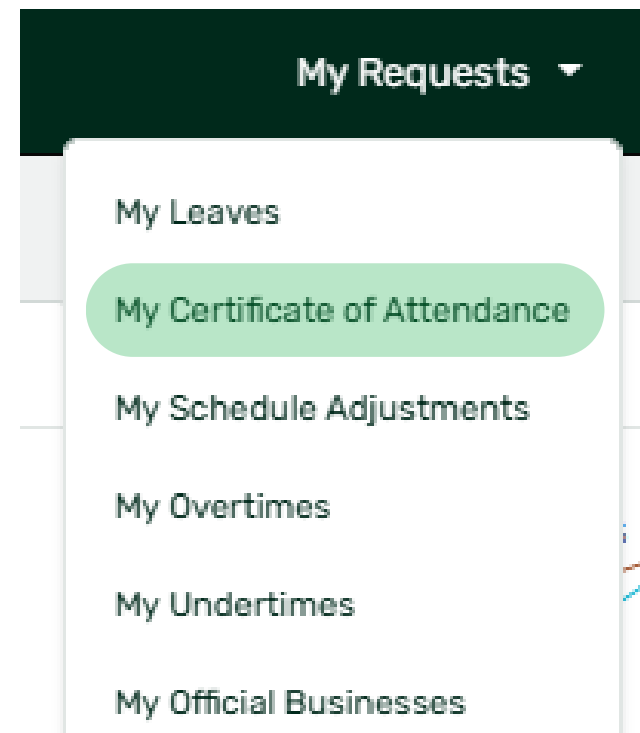


There are two ways to file for a COA

## 1 My Stuff



## 2 My Request Tab

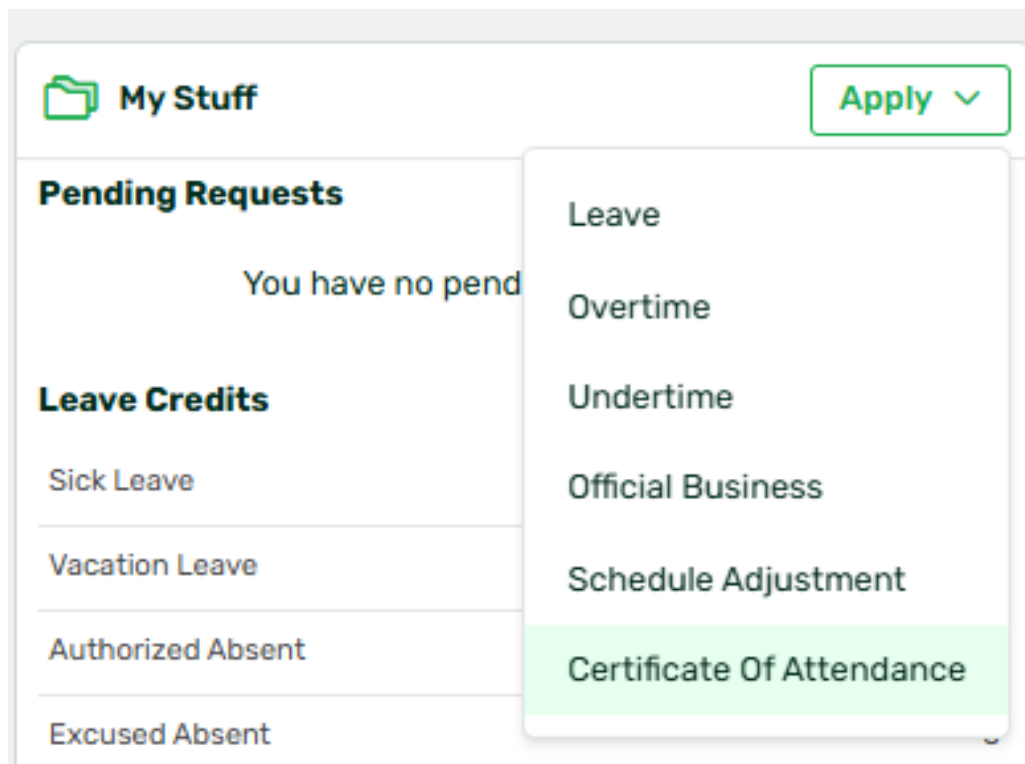


# My Stuff



1

Under **My Stuff** > Click **Apply**



2

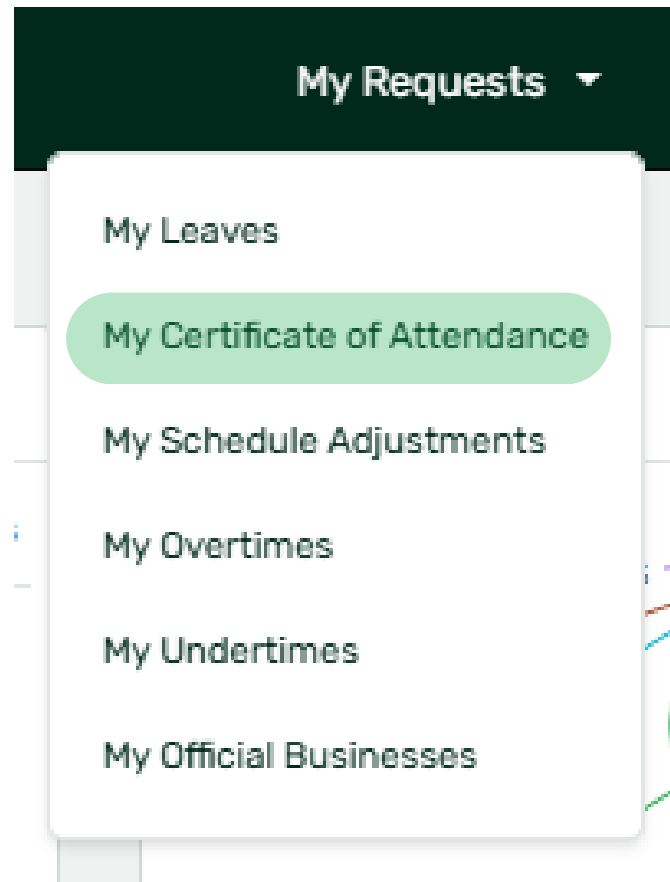
Select **Certificate of Attendance**

# My Request Tab



1

Under **My Request**



2

Choose **My Certificate of Attendance**

3

## Select type to apply for a request



← Create Request 



### All new request form

We just upgraded this form for a better experience. Having trouble? Access the old version or reach out to your HR Admin.

Back to Old version →

### Certificate of Attendance Application Form

Please select type to apply for request

Select Type 

Others

Others

Biometric device malfunction

Power outage

4

## Fill in the Date, Time In, and Time Out for the day you are filing.

### Attendance Dates

Select the dates you want to add an attendance to

1 selected

☐ SINGLE DATE ☐ MULTI DATES ☒ DATE RANGE

June 2026



| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 31  | 1   | 2   | 3   | 4   | 5   | 6   |

### Log Hours

Add in your clock in and out hours for the dates you selected

Jun 26, 2026 Friday 

☒ In ☐ Out 08:14 AM  

+ In

+ Out

 Copy To



5

**Next, provide a reason for the COA application by selecting the reason type and entering the details.**

### Details

Let your approvers know the details of your attendance request

Others (Required)

Reason (Optional)

### Attachments

 Drop your image here or [browse](#) (optional)  
Supports: .jpg, .png, .pdf, .docx  
5MB maximum file size



**You can attach a file (JPG, PNG, PDF, or DOC) up to 5 MB in size.**



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Before submitting, review the details of the CoA request, including the Date Filed, Affected Dates, Type, Reason, Log Hours, and any attachments.



← Certificate of Attendance Application Form ⓘ

All new request form 🎉  
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**Are you sure you want to submit this application?**  
Please review your details below.

|                     |                  |
|---------------------|------------------|
| Date Filed          | Jun 29, 2026     |
| Affected Date(s)    | Jun 26, 2026     |
| Type                | Others           |
| Reason              | Forgot to Log In |
| Other Reason        | Forgot to Log In |
| Jun 26, 2026 Friday |                  |
| Clock In            | 08:08 AM         |

Cancel

Submit

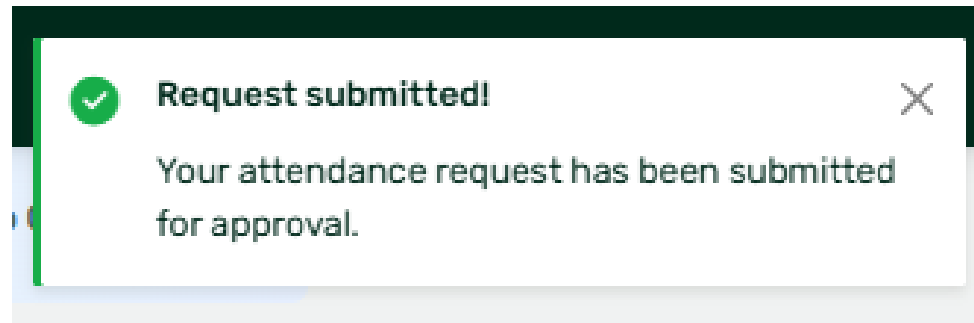
Click Submit.





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**After submission, the approver will receive an email notification regarding the COA request.**



**You have successfully filed a  
Certificate of Attendance (COA)  
Application!**

