

DAILY TIME RECORD

Name: Mizael B. Cerna  
 For the month of Feb. 1-28, 2022  
 Official hour for (Regular days) \_\_\_\_\_  
 Arrival: \_\_\_\_\_ Departure (Saturdays) \_\_\_\_\_

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	Holiday- Chinese New Year					
2	8:15	12:00	1:00	5:05		
3	8:10	12:00	1:00	5:10		
4	8:07	12:00	1:00	5:10		
5	Saturday					
6	Sunday					
7	WFH					
8	8:20	12:00	1:00	5:10		
9	8:15	12:00	1:00	5:07		
10	WFH					
11	WFH					
12	Saturday					
13	Sunday					
14	8:10	12:00	1:00	5:10		
15	8:15	12:00	1:00	5:10		
16	8:00	12:00	1:00	5:05		
17	8:25	12:00	1:00	5:10		
18	8:45	12:00	1:00	5:20		
19	Saturday					
20	Sunday					
21	8:15	12:00	1:00	5:10		
22	8:20	12:00	1:00	5:25		
23	8:10	12:00	1:00	5:05		
24	LEAVE					
25	Holiday					
26	Saturday					
27	Sunday					
28	8:10	12:00	1:00	5:30		
29						
30						
31						
	TOTAL					

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours

LILIAN B. NUÑEZ  
In-Charge

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