

**DAILY TIME RECORD****KAY T. JUANILLO**

Name

For the month of November 2021Official hours for arrival  
and departureRegular days \_\_\_\_\_  
Saturdays \_\_\_\_\_

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1						
2	WFH					
3	WFH					
4	WFH					
5	WFH					
6						
7						
8	Holiday					
9	WFH					
10	WFH					
11	WFH					
12	WFH					
13						
14						
15	WFH					
16	WFH					
17	WFH					
18	WFH					
19	WFH					
20						
21						
22	WFH					
23	8:00	12:10	1:00	5:10		
24	8:00	12:00	1:00	5:00		
25	8:00	12:10	1:00	5:00		
26	9:10	12:00	1:00	5:10		
27						
28						
29	WFH					
30						

**TOTAL**

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

Verified to the prescribed office  
hours

**DR. JETT C. QUEBEC**  
In-Charge

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