

# DAILY TIME RECORD

Name: MA. SALOME B. BULAYOG  
 For the month of Dec. 1-31, 2021  
 Official hour for (Regular days) \_\_\_\_\_  
 Arrival: \_\_\_\_\_ Departure (Saturdays) \_\_\_\_\_

	A.M.		P.M.		Undertime	
Day	Arr	Dep	Arr	Dep	Hrs	Mins
1	7:20	12:00	12:30	5:00		
2	8:00	12:00	1:00	5:00		
3	7:55	12:00	12:30	5:00		
4			Saturday			
5			Sunday			
6	7:20	12:00	1:00	5:00		
7	8:05	12:00	12:30	5:00		
8	8:00	12:00	1:00	5:00		
9	8:00	12:00	1:00	5:00		
10	7:55	12:00	1:00	5:00		
11			Saturday			
12			Sunday			
13	7:30	12:00	1:00	5:00		
14	7:55	12:00	1:00	5:00		
15	8:45	12:00	12:30	5:10		
16	} Work suspension due to Typhoon Odette					
17						
18			Saturday			
19			Sunday			
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	} Leave					
24						
25			Saturday			
26			Sunday			
27	on Leave					
28	8:30	11:30	1:00	5:00		
29	8:05	12:00	1:00	5:00		
30			Holiday			
31	8:05	12:00				
			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.

MA. SALOME B. BULAYOG

VERIFIED as to the prescribed office hours

MARIA HAZEL I. BELLEZAS  
 In-Charge