

Civil Service Form No. 45
DAILY TIME RECORD

JO JANE D. ATOK

(Name)

For the Month of December 1-31, 2021

Official hours for arrival: Regular Day 8:00

and departure 5:00 Saturdays

Day	A.M.		P.M.		Undertime	
	Arrival	Depar	Arrival	Depar	Hour	Min
1.	7:34	12:00	1:00	5:15		
2.	7:21	12:00	1:00	5:15		
3.	7:56	12:00	1:00	5:15		
4.	Saturday					
5.	Sunday					
6.	7:55	12:00	1:00	5:10		
7.	7:41	12:00	1:00	5:10		
8.	Holiday					
9.	7:50	12:00	1:00	5:13		
10.	7:56	12:00	1:00	5:07		
11.	Saturday					
12.	Sunday					
13.	7:51	12:00	1:00	5:17		
14.	7:39	12:00	1:00	5:13		
15.	7:56	12:00	Memo Circular No. 132			
16.	Memo Circular No. 132					
17.	Memo Circular No. 133					
18.	Saturday					
19.	Sunday					
20.	7:53	12:00	Forced Leave			
21.	Forced Leave					
22.	Forced Leave					
23.	Forced Leave					
24.	Forced Leave					
25.	Saturday					
26.	Sunday					
27.	Forced Leave					
28.	Forced Leave					
29.	Calamity Leave					
30.	Holiday					
31.	Calamity Leave					

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

JO JANE D. ATOK

Verified to the prescribed office hours.

MA. THERESA P. LORETO

Director, Advanced Research and Innovation Center