

DAILY TIME RECORD

Name: Ernesto A. Gonzaga, Jr.
 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	Work from home					
3						
4						
5	Saturday					
6	Sunday					
7	8:00	12:05	12:45	5:10		
8	8:10	12:10	12:50	5:05		
9	LEAVE					
10	8:10	12:10	1:00	5:05		
11	8:10	12:05	12:45	5:05		
12	Saturday					
13	Sunday					
14	8:10	12:10	1:00	5:10		
15	8:10	12:10	12:50	5:20		
16	Work from home					
17	8:00	12:10	1:00	5:10		
18	8:10	12:10	1:00	5:10		
19	Saturday					
20	Sunday					
21	8:10	12:05	12:10	5:05		
22	7:45	12:10	1:00	5:10		
23	8:10	12:00	1:00	5:10		
24	8:10	12:10	1:00	5:10		
25	Holiday					
26	Saturday					
27	Sunday					
28	8:10	12:10	1:00	5:20		
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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