

**DAILY TIME RECORD****EDRALIN M. MALASAGA**

Name

For the month of January 1-31, 2022Official hour of arrival Regular days 8:00 - 12:00; 1:00 - 5:00

and departure Saturdays \_\_\_\_\_

A Y	A.M.		P.M.		OVERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Min.
1	Saturday					
2	Sunday					
3	7:59	* 12:05	12:55	6:00		
4	8:00	12:10	1:00	6:15		
5	8:00	12:08	1:00	5:59		
6	8:00	12:10	12:58	5:47		
7	7:59	12:05	12:50	6:26		
8	Saturday					
9	Sunday					
10	}					
11						
12		CALAMITY LEAVE				
13						
14	}					
15		Saturday				
16	Sunday					
17	}					
18		SICK LEAVE				
19	}					
20		SLP LEAVE				
21						
22	Saturday					
23	Sunday					
24	8:00	12:06	12:55	5:41		
25	7:50	12:10	12:57	5:25		
26	8:00	12:10	1:00	5:36		
27	8:11	12:15	1:00	6:00		
28	8:00	12:05	12:50	5:33		
29	Saturday					
30	Sunday					
31	8:00	12:11	1:00	6:12		

I CERTIFY on my honor that the above is true and correct report to the hours of work performed and departure from office.

  
**EDRALIN M. MALASAGA**

Verified to the prescribed office hours

  
**CRISLIN B. CRUZ**

In-charge