

DAILY TIME RECORD

Name: VIRGELIO C. DARGANTES JR.

For the month of November 2021

Official hour for (Regular days) _____

Arrival _____ Departure (Saturdays) _____

| Day | A.M. | | P.M. | | Undertime | |
|-----|--------------------------------|---------|---------|--------|-----------|------|
| | Arr | Dep | Arr | Dep | Hrs | Mins |
| 1 | <i>HOLIDAY</i> | | | | | |
| 2 | : 8:20 | : 12:03 | : 12:58 | : 5:45 | : | : |
| 3 | : 8:00 | : 12:14 | : 12:53 | : 5:11 | : | : |
| 4 | : 8:15 | : 12:08 | : 1:00 | : 5:27 | : | : |
| 5 | : 8:25 | : 12:16 | : 1:00 | : 5:53 | : | : |
| 6 | <i>SATURDAY</i> | | | | | |
| 7 | <i>SUNDAY</i> | | | | | |
| 8 | : 8:00 | : 12:02 | : 1:00 | : 5:03 | : | : |
| 9 | : 8:00 | : 12:06 | : 12:57 | : 5:09 | : | : |
| 10 | : 8:30 | : 12:07 | : 12:59 | : 6:13 | : | : |
| 11 | : 8:00 | : 12:03 | : 1:00 | : 5:04 | : | : |
| 12 | : 8:35 | : 12:08 | : 12:56 | : 6:03 | : | : |
| 13 | <i>SATURDAY</i> | | | | | |
| 14 | <i>SUNDAY</i> | | | | | |
| 15 | <i>SPECIAL LEAVE PRIVILEGE</i> | | | | | |
| 16 | : 8:15 | : 12:04 | : 12:59 | : 5:24 | : | : |
| 17 | : 8:00 | : 12:09 | : 12:57 | : 5:11 | : | : |
| 18 | : 8:05 | : 12:00 | : 12:58 | : 5:32 | : | : |
| 19 | : 8:25 | : 12:13 | : 12:59 | : 6:01 | : | : |
| 20 | <i>SATURDAY</i> | | | | | |
| 21 | <i>SUNDAY</i> | | | | | |
| 22 | : 8:20 | : 12:06 | : 12:57 | : 6:11 | : | : |
| 23 | : 8:15 | : 12:02 | : 12:55 | : 5:31 | : | : |
| 24 | : 8:10 | : 12:07 | : 12:50 | : 5:43 | : | : |
| 25 | : 8:15 | : 12:24 | : 12:59 | : 5:52 | : | : |
| 26 | : 8:00 | : 12:09 | : 12:56 | : 5:01 | : | : |
| 27 | <i>SATURDAY</i> | | | | | |
| 28 | <i>SUNDAY</i> | | | | | |
| 29 | <i>SPECIAL LEAVE PRIVILEGE</i> | | | | | |
| 30 | <i>HOLIDAY</i> | | | | | |

TOTALS

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.


KAREN LUZ P. YAP
In-Charge/Dept. Head