

DAILY TIME RECORD

FELIX L. Ocan

(NAME)

APR 1 - 30

For the month of _____, 2022

Official hours for arrival

(Regular days

And departure

(Saturdays

D A Y	A M		P M		UNDERTIME	
	Arrival	Depr.	Arrival	Depr.	Hrs.	Mins.
1	7:26	12:00	1:00	5:00		
2						
3						
4	7:16	12:00	1:00	5:00		
5	7:59	12:00	1:00	5:00		
6	7:40	12:00	1:00	5:00		
7	7:07	12:00	1:00	5:00		
8	NO WORK					
9						
10						
11	NO WORK					
12	NO WORK					
13	NO WORK					
14	HOLIDAY					
15						
16						
17						
18	7:18	12:14	12:34	5:06		
19	6:50	12:00	1:00	5:02		
20	7:18	12:07	1:48	5:02		
21	7:14	12:10	12:49	5:07		
22	7:47	12:00	1:00	5:06		
23						
24						
25	7:28	12:37	12:51	5:04		
26	7:28	12:18	12:29	5:00		
27	8:01	12:00	12:00	5:00		
28	CALAMITY LEAVE					
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

In-Charge