

DAILY TIME RECORD

MARIO LILIO P. VALENZONA

NAME

For the month of

December 1-30, 2021

Official hours Arrival
and Departure

Regular Days
Saturdays

D A Y	A.M.		P.M.		Under Time	
	Arriva l	Depar- ture	Arriva l	Depar- ture	Hrs.	Min.
1	7:55	12:00	12:55	5:00		
2	7:59	12:00	12:52	5:00		
3	7:59	12:00	12:52	5:00		
4	Saturday					
5	Sunday					
6	8:00	12:00	12:55	5:00		
7	7:55	12:00	12:55	5:00		
8	8:00	12:00	12:55	5:00		
9	7:55	12:00	12:55	5:00		
10	7:52	12:00	12:51	5:00		
11	Saturday					
12	Sunday					
13	8:00	12:00	12:55	5:00		
14	7:55	12:00	12:55	5:00		
15	8:00	12:00	12:55	5:00		
16	7:55	12:00	12:55	5:00		
17	7:52	12:00	12:51	5:00		
18	Saturday					
19	Sunday					
20	8:00	12:00	12:55	5:00		
21	7:55	12:00	12:55	5:00		
22	8:00	12:00	12:55	5:00		
23	8:00	12:00	12:55	5:00		
24	7:55	12:00	12:55	5:00		
25	Saturday					
26	Sunday					
27	7:59	12:00	12:52	5:00		
28	8:00	12:00	12:55	5:00		
29	7:55	12:00	12:55	5:00		
30	7:52	12:00	12:51	5:00		
31	7:55	12:00	12:55	5:00		
Total:						

I CERTIFY on my hour that the above is a true and correct report of the hours of work performed record of which was made daily at the arrival and departure from office.

CERTIFIED as to the prescribed office hours

In-Charge