

DAILY TIME RECORD

Donna Christene Q. Ramos

(Name)

For the Month of December 2021

Official hours for arrival: Regular Day _____

and departure Saturdays

Day	A.M.		P.M.		Undertime	
	Arrival	Depar	Arrival	Depar	Hour	Min
1.	8:00	12:15	12:55	5:15		
2.	7:50	12:35	12:56	5:30		
3.	7:55	12:02	12:58	5:25		
4.	Saturday					
5.	Sunday					
6.	8:00	1:00	1:00	5:35		
7.	7:55	1:00	1:00	5:20		
8.	Holiday - Feast of the Immaculate Conception					
9.	8:00	12:25	12:55	5:10		
10.	7:50	12:05	12:50	5:10		
11.	Saturday					
12.	Sunday					
13.	7:55	1:00	1:00	5:35		
14.	7:45	1:00	1:00	5:30		
15.	8:00	12:10	12:50	5:05		
16.	Classes suspended per OP Memo # 132 and OP					
17.			Memo #133			
18.	Saturday					
19.	Sunday					
20.	8:00	12:00	13:00	17:00		
21.	8:00	12:00	13:00	17:00		
22.	8:00	12:00	13:00	17:00		
23.	8:00	12:00	13:00	17:00		
24.	8:00	12:00	13:00	17:00		
25.	Saturday					
26.	Sunday					
27.	Teacher's	Leave				
28.	Teacher's	Leave				
29.	Teacher's	Leave				
30.	Teacher's	Leave				
31.	Teacher's	Leave				

I certify on my honor that the above is a true correct reports of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

DONNA CHRISTENE Q. RAMOS

Verified to the prescribed office hours.

KYZA MAE M. RAMONEDA

OIC-Head, Biotechnology