

DAILY TIME RECORD

GUARTE, JACQUELINE M.
(NAME)

For the month of
December 1 – 31, 2021

Official hours for arrival and departure
8:00AM – 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1	8:25	12:46	1:08	5:37		
2	7:36	12:05	12:50	5:46		
3	8:07	12:30	12:53	5:31		
4	SATURDAY					
5	SUNDAY					
6	8:34	12:54	1:13	5:27		
7	8:30	12:33	1:05	5:29		
8	Holiday					
9	7:40	12:44	1:11	5:10		
10	8:59	12:50	1:10	5:31		
11	SATURDAY					
12	SUNDAY					
13	8:35	12:35	1:06	5:50		
14	8:23	12:51	1:12	5:50		
15	8:10	12:25	Work Suspension (OPMC No. 132)			
16	Work Suspension (OPMC No. 132)					
17	Work Suspension (OPMC No. 133)					
18	SATURDAY					
19	SUNDAY					
20	9:12	12:59	1:40	5:13		
21	9:00	12:52	1:00	5:15		
22	8:59	12:59	1:15	5:28		
23	9:20	12:24	1:08	5:15		
24	8:08	11:52	12:35	5:00		
25	SATURDAY					
26	SUNDAY					
27	Teacher's		Leave			
28	Teacher's		Leave			
29	Teacher's		Leave			
30	Holiday					
31	Teacher's		Leave			

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


JACQUELINE M. GUARTE

VERIFIED as to prescribed office hours

MAY ANN E. PALEN
Immediate Supervisor

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