

DAILY TIME RECORD

Name: Mizael B. Cerna  
 For the month of Dec. 1-31, 2021  
 Official hour for (Regular days) \_\_\_\_\_  
 Arrival: \_\_\_\_\_ Departure (Saturdays) \_\_\_\_\_

	A.M.		P.M.		Undertime	
Day	Arr	Dep	Arr	Dep	Hrs	Mins
1	8:30	12:40	1:00	5:00		
2	8:30	12:40	1:00	5:12		
3	LEAVE					
4	Saturday					
5	Sunday					
6	8:35	12:40	1:00	5:05		
7	8:30	12:40	1:00	5:02		
8	Holiday					
9	8:30	12:40	1:00	5:00		
10	8:40	12:40	1:00	5:05		
11	Saturday					
12	Sunday					
13	8:30	12:40	1:00	5:10		
14	8:30	12:40	1:00	5:00		
15			OP Memo 132			
16	OP Memo 132					
17	OP Memo 133					
18	Saturday					
19	Sunday					
20	8:05	12:40	1:00	5:10		
21	LEAVE					
22	8:30	12:40	1:00	5:05		
23	8:50	12:40	1:00	5:00		
24	8:30	12:40	1:00	5:05		
25	Saturday					
26	Sunday					
27	LEAVE					
28	LEAVE					
29	LEAVE					
30	Holiday					
31	LEAVE 1/2 AM					
			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.

LILIAN B. NUÑEZ  
In-Charge

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