

DAILY TIME RECORD**GUARTE, ROBERTO C.**
(NAME)For the month of
January 1 – 31, 2022Official hours for arrival and departure
8:00AM – 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1	Saturday					
2	Sunday					
3	8:25	12:35	12:55	5:10		
4	On Leave					
5	8:40	12:25	12:55	5:30		
6	On Leave					
7	8:42	12:30	12:50	5:35		
8	Saturday					
9	Sunday					
10	8:25	12:30	12:45	4:45		
11	8:25	12:15	12:55	4:30		
12	8:25	12:30	12:55	5:10		
13	8:34	12:35	12:55	4:30		
14	8:00	12:00	1:00	5:00		
15	Saturday					
16	Sunday					
17	8:30	12:30	12:55	5:25		
18	On Leave	For	Booster	shot		
19	8:15	12:20	12:50	5:30		
20	8:19	12:20	12:50	5:05		
21	8:15	12:20	12:55	5:20		
22	Saturday					
23	Sunday					
24	On Leave					
25	8:16	12:20	12:55	5:30		
26	8:25	12:15	12:55	5:15		
27	8:12	12:25	1:05	5:15		
28	9:08	12:25	12:50	5:25		
29	Saturday					
30	Sunday					
31	7:55	12:00	1:00	5:00		

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.


ROBERTO C. GUARTE

VERIFIED as to prescribed office hours

ELDON P. DE PADUA
 Immediate Supervisor
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