DAILY TIME RECORD

Name: **Saloma B. Gisulga**
For the month of _Feb. 1-28, 2022_
Official hour for (Regular days) _____
Arrival: _____ Departure (Saturdays) _____

Day	A.M. Arr	A.M. Dep	P.M. Arr	P.M. Dep	Undertime Hrs	Mins
1	Holiday- Chinese New Year					
2	8:00	12:00	1:00	5:00		
3	7:40	12:00	1:00	5:00		
4	7:40	12:00	1:00	5:00		
5	Saturday					
6	Sunday					
7						
8						
9	} Work from Home					
10						
11						
12	Saturday					
13	Sunday					
14	7:40	12:00	1:00	5:00		
15	7:35	12:00	1:00	5:00		
16	7:50	12:00	1:00	5:00		
17	7:50	12:00	1:00	5:00		
18	7:45	12:00	1:00	5:00		
19	Saturday					
20	Sunday					
21	On leave					
22	7:35	12:00	1:00	5:00		
23	7:50	12:00	1:00	5:00		
24	7:40	12:00	1:00	5:00		
25	Holiday					
26	Saturday					
27	Sunday					
28	7:35	12:00	1:00	5:00		
29	✗					
30						
31			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.

SALOMA B. GISULGA

VERIFIED as to the prescribed office hours

LILIAN B. NUÑEZ
In-Charge

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