

## DAILY TIME RECORD

**MARISEL A. LEORNA**

Name

For the month of December 1-31, 2021  
 Official hour of arrival Regular days 8:00am – 5:00am  
 and departure Saturdays

| DAY | A.M.                     |           | P.M.    |           | OVERTIME |     |
|-----|--------------------------|-----------|---------|-----------|----------|-----|
|     | Arrival                  | Departure | Arrival | Departure | Hours    | Min |
| 1   | 7:00                     | 12:03     | 12:20   | 8:00      | Class    |     |
| 2   | 8:00                     | 12:30     | 12:45   | 5:40      |          |     |
| 3   | 7:55                     | 12:25     | 12:58   | 5:45      |          |     |
| 4   | Saturday                 |           |         |           |          |     |
| 5   | Sunday                   |           |         |           |          |     |
| 6   | 8:00                     | 12:05     | 12:40   | 5:05      |          |     |
| 7   | 7:46                     | 12:30     | 12:45   | 5:40      |          |     |
| 8   | 7:00                     | 12:03     | 12:20   | 8:00      | Class    |     |
| 9   | 7:55                     | 12:25     | 12:58   | 5:45      |          |     |
| 10  | 8:00                     | 12:30     | 12:45   | 5:40      |          |     |
| 11  | Saturday                 |           |         |           |          |     |
| 12  | Sunday                   |           |         |           |          |     |
| 13  | CDO                      |           |         |           |          |     |
| 14  | CDO                      |           |         |           |          |     |
| 15  | 7:00                     | 12:03     | 12:20   | 8:00      | Class    |     |
| 16  | Holiday – Typhoon Odette |           |         |           |          |     |
| 17  | CDO                      |           |         |           |          |     |
| 18  | Saturday                 |           |         |           |          |     |
| 19  | Sunday                   |           |         |           |          |     |
| 20  | CDO                      |           |         |           |          |     |
| 21  | CDO                      |           |         |           |          |     |
| 22  | CDO                      |           |         |           |          |     |
| 23  | CDO                      |           |         |           |          |     |
| 24  | 7:55                     | 12:25     | Holiday |           |          |     |
| 25  | Saturday                 |           |         |           |          |     |
| 26  | Sunday                   |           |         |           |          |     |
| 27  | CDO                      |           |         |           |          |     |
| 28  | CDO                      |           |         |           |          |     |
| 29  | CDO                      |           |         |           |          |     |
| 30  | Holiday                  |           |         |           |          |     |
| 31  | 7:55                     | 12:25     |         | Holiday   |          |     |

I CERTIFY on my honor that the above is a true and correct report to the hours of work performed and departure from office.

**MARISEL A. LEORNA**

Verified to the prescribed office hours.

**MARIA JULIET C. CENIZA**

In-charge

## DAILY TIME RECORD

**MARISEL A. LEORNA**

Name

For the month of Nov. 1-30, 2021  
 Official hour of arrival Regular days 8:00am – 5:00am  
 and departure Saturdays

| DAY | A.M.                                  |           | P.M.    |           | OVERTIME |     |
|-----|---------------------------------------|-----------|---------|-----------|----------|-----|
|     | Arrival                               | Departure | Arrival | Departure | Hours    | Min |
| 1   | Holiday                               |           |         |           |          |     |
| 2   | 8:00                                  | 12:05     | 12:40   | 5:05      |          |     |
| 3   | 7:00                                  | 12:03     | 12:20   | 8:00      | Class    |     |
| 4   | 8:00                                  | 12:03     | 12:55   | 5:12      |          |     |
| 5   | 7:57                                  | 12:45     | 12:52   | 5:23      |          |     |
| 6   | Saturday                              |           |         |           |          |     |
| 7   | Sunday                                |           |         |           |          |     |
| 8   | Holiday (Typhoon Yolanda Anniversary) |           |         |           |          |     |
| 9   | 8:00                                  | 12:11     | 12:56   | 5:08      |          |     |
| 10  | 7:00                                  | 12:01     | 12:48   | 8:00      | Class    |     |
| 11  | 8:00                                  | 12:05     | 12:40   | 5:05      |          |     |
| 12  | 7:55                                  | 12:11     | 12:56   | 5:08      |          |     |
| 13  | Saturday                              |           |         |           |          |     |
| 14  | Sunday                                |           |         |           |          |     |
| 15  | 8:00                                  | 12:11     | 12:35   | 5:32      |          |     |
| 16  | 8:00                                  | 12:30     | 12:45   | 5:40      |          |     |
| 17  | 7:00                                  | 12:01     | 12:48   | 8:00      | Class    |     |
| 18  | 7:59                                  | 12:03     | 12:55   | 5:12      |          |     |
| 19  | 8:00                                  | 12:02     | 12:56   | 5:22      |          |     |
| 20  | Saturday                              |           |         |           |          |     |
| 21  | Sunday                                |           |         |           |          |     |
| 22  | 8:00                                  | 12:32     | 12:58   | 5:32      |          |     |
| 23  | 7:55                                  | 12:25     | 12:58   | 5:45      |          |     |
| 24  | 7:00                                  | 12:01     | 12:48   | 8:00      | Class    |     |
| 25  | 8:00                                  | 12:30     | 12:45   | 5:40      |          |     |
| 26  | 8:00                                  | 12:11     | 12:56   | 5:08      |          |     |
| 27  | Saturday                              |           |         |           |          |     |
| 28  | Sunday                                |           |         |           |          |     |
| 29  | 8:00                                  | 12:30     | 12:45   | 5:40      |          |     |
| 30  | 7:00                                  | 12:01     | 12:48   | 5:40      |          |     |
| 31  |                                       | x-x-x-x-x |         |           |          |     |

I CERTIFY on my honor that the above is a true and correct report to the hours of work performed and departure from office.

**MARISEL A. LEORNA**

Verified to the prescribed office hours.

**MARIA JULIET C. CENIZA**

In-charge