

DAILY TIME RECORD

MICHAEL CARLO C. VILLAS

Name

For the month of

NOVEMBER 2021Official hours for arrival
and departure

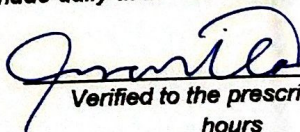
Regular days

Saturdays

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Depart- ure	Arrival	Depart- ure	Hrs.	Min.
1	HOLIDAY					
2	8:00	12:00	1:00	5:30	9	30
3	8:00	12:00	1:00	5:30		
4	8:30	12:00	1:00	5:30		
5	SICK	LEAVE				
6						
7						
8	HOLIDAY					
9	SICK	LEAVE				
10	8:00	12:00	1:00	5:30		
11	8:00	12:00	1:00	5:30		
12	7:00	12:00	1:00	5:30		
13						
14						
15	7:45	12:00	1:00	5:30		
16	7:30	12:00	1:00	5:30		
17	7:30	12:00	1:00	5:30		
18	7:45	12:00	1:00	5:30		
19	8:30	12:00	1:00	5:30		
20						
21						
22	8:00	12:00	1:00	5:30		
23	8:30	12:00	1:00	5:30		
24	7:55	12:00	1:00	5:30		
25	8:00	12:00	1:00	5:30		
26	9:00	12:00	1:00	5:30		
27						
28						
29	8:00	12:00	1:00	5:30		
30	HOLIDAY					
31						

TOTAL

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



Verified to the prescribed office
hours

JETT C. QUEBEC
In-Charge