

**DAILY TIME RECORD****CASTIL-ARMADA, FLORENCE ADELYN O.****ARMADA - CASTIL** (NAME)

For the month of

**December 1 - 31, 2021**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	08:00	12:00	13:00	17:30		Absent
2-THU	08:00	12:00	13:00	17:00		Absent
3-FRI	07:00	13:00	14:00	17:00		Absent
4-SAT						Off
5-SUN						Off
6-MON	08:00	12:00	13:00	17:30		Absent
7-TUE	08:00	12:00	13:00	17:00		Absent
8-WED	HOLIDAY					Absent
9-THU	08:00	12:00	13:00	17:00		Absent
10-FRI	07:00	13:00	14:00	17:00		Absent
11-SAT						Off
12-SUN						Off
13-MON	08:00	12:00	13:00	17:30		Absent
14-TUE	08:00	12:00	13:00	17:00		Absent
15-WED	08:00	12:00	Work Suspension			Absent
16-THU	Work Suspension					Absent
17-FRI	Work Suspension					Absent
18-SAT						Off
19-SUN						Off
20-MON	08:00	12:00	13:00	17:30		Absent
21-TUE	08:00	12:00	13:00	17:00		Absent
22-WED	08:00	12:00	13:00	17:30		Absent
23-THU	08:00	12:00	13:00	17:00		Absent
24-FRI	07:00	13:00	Work Suspension			Absent
25-SAT						Off
26-SUN						Off
27-MON	08:00	12:00	13:00	17:30		Absent
28-TUE	08:00	12:00	13:00	17:00		Absent
29-WED	08:00	12:00	13:00	17:30		Absent
30-THU	HOLIDAY					Absent
31-FRI	07:00	13:00	Work Suspension			Absent

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.

**FLORENCE ADELYN O. CASTIL-ARMADA****ARMADA - CASTIL**

VERIFIED as to prescribed office hours

**REV RHIZZA L. AURE**Department Head  
Department of Physics**DAILY TIME RECORD****CASTIL-ARMADA, FLORENCE ADELYN O.****ARMADA - CASTIL** (NAME)

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