

Civil Service Form No. 49

**DAILY TIME RECORD**  
**DIANA T. MONTES**

(NAME)

For the month of NOVEMBER 2021

Official hours for arrival (Regular days: \_\_ 20

And Departure (Saturdays: \_ 4

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1		HOLIDAY				
2		WFH				
3		WFH				
4		WFH				
5	08:00	12:00NN	01:00	05:00		
6		SATURDAY				
7		SUNDAY				
8	08:00	12:00NN	01:00	05:00		
9	08:00	12:00NN	01:00	05:00		
10	08:00	12:00NN	01:00	05:00		
11	08:00	12:00NN	01:00	05:00		
12	08:00	12:00NN	01:00	05:00		
13		SATURDAY				
14		SUNDAY				
15		WFH				
16		WFH				
17	08:00	12:00NN	01:00	05:00		
18	08:00	12:00NN	01:00	05:00		
19		WFH				
20		SATURDAY				
21		SUNDAY				
22		WFH				
23		WFH				
24	08:00	12:00NN	01:00	05:00		
25		WFH				
26		WFH				
27		SATURDAY	01:00	05:00		
28		SUNDAY				
29		WFH				
30		HOLIDAY				

**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.

VERIFIED as to the prescribed office hours

**ANGELITA L. PARADERO**

In-Charge

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**ANGELITA L. PARADERO**

In-Charge