

## DAILY TIME RECORD

SENARA, CLEO F.

(NAME)

For the month of NOV. 1-30, 2021

Official hours for arrival (Regular days

And departure (Saturdays

D A Y	A M		P M		UNDERTIME	
	Arrival	Depr.	Arrival	Depr.	Hrs.	Mins.
1						
2	7:20	12:00	1:00	5:00		
3	7:20	12:00	1:00	5:00		
4	7:20	12:00	1:00	5:00		
5	7:15	12:00	1:00	5:00		
6	Cat.	12:00				
7	SUN.					
8						
9	7:20	12:00	1:00	5:00		
10	7:20	12:00	1:00	5:00		
11	7:15	12:00	1:00	5:00		
12	7:35	12:00	1:00	5:00		
13	Cat.					
14	SUN.					
15	7:15	12:00	1:00	5:00		
16	7:25	12:00	1:00	5:00		
17	7:20	12:00	1:00	5:00		
18	7:15	12:00	1:00	5:00		
19	7:15	12:00	1:00	5:00		
20	Cat.					
21	SUN.					
22	7:30	12:00	1:00	5:00		
23	7:15	12:00	1:00	5:00		
24	7:15	12:00	1:00	5:00		
25						
26	7:15	12:00	1:00	5:00		
27	Cat.					
28	SUN.					
29	7:40	12:00	1:00	5:00		
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.

VERIFIED as to the prescribed office hours

In-Charge