

DAILY TIME RECORD**GODOY, ARRAH MAE C.**

(NAME)

For the month of

November 1 - 30, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON		12:00	1:00			Absent
2-TUE	7:58	12:00	1:00	5:06	8hrs	
3-WED	8:00	12:00	1:00	5:00	8hrs	
4-THU	7:56	12:00	1:00	5:08	8hrs	
5-FRI	7:57	12:00	1:00	5:00	8hrs	
6-SAT		12:00	1:00			Off
7-SUN		12:00	1:00			Off
8-MON	8:00	12:00	1:00	12:00		Absent
9-TUE		12:00	1:00			Absent
10-WED	8:04	12:00	1:00	5:28	8hrs	
11-THU	8:00	12:00	1:00	5:41	8hrs	
12-FRI	8:06	12:00	1:00	5:00	8hrs	
13-SAT		12:00	1:00			Off
14-SUN		12:00	1:00			Off
15-MON	7:51	12:00	1:00	5:00	8hrs	
16-TUE	7:56	12:00	1:00	5:29	8hrs	
17-WED	8:08	12:00	1:00	5:15	8hrs	
18-THU	8:06	12:00	1:00	5:13	8hrs	
19-FRI	7:46	12:00	1:00	5:05	8hrs	
20-SAT		12:00	1:00			Off
21-SUN		12:00	1:00			Off
22-MON	7:44	12:00	1:00	5:00	8hrs	
23-TUE		12:00	1:00			Absent
24-WED	7:56	12:00	1:00	5:11	8hrs	
25-THU	8:13	12:00	1:00	5:03	8hrs	
26-FRI	7:49	12:00	1:00	5:01	8hrs	
27-SAT		12:00	1:00			Off
28-SUN		12:00	1:00			Off
29-MON	7:37	12:00	1:00	5:02	8hrs	
30-TUE		12:00	1:00			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.

ARRAH MAE C. GODOY

VERIFIED as to prescribed office hours

JOSEFINA M. LARROSA

Department Head
Office of the President