

DAILY TIME RECORD

JERREL ANN L. LAGITAO

NAME

For the month of

NOVEMBER 2021

Office hours for arrival
and departure

(Regular days)

(Saturdays)

	A.M.		P.M.		Under Time	
	Arrival	Departure	Arrival	Departure	Hrs.	Min
1	HOLIDAY					
2	8:00	12:38	12:39	5:07		
3	7:44	12:16	12:17	5:05		
4	7:56	12:14	12:20	5:08		
5	7:58	12:38	12:46	5:12		
6	SATURDAY					
7	SUNDAY					
8	HOLIDAY					
9	7:46	12:30	12:37	5:16		
10	7:53	12:26	12:42	5:27		
11	8:00	12:18	12:27	5:16		
12	REL LEAVE					
13	SATURDAY					
14	SUNDAY					
15	7:59	12:26	12:30	5:20		
16	7:53	12:40	12:53	5:06		
17	7:51	12:43	12:51	5:18		
18	8:02	12:18	12:21	5:16		
19	7:58	12:25	12:31	5:26		
20	SATURDAY					
21	SUNDAY					
22	6:04	12:38	12:46	5:16		
23	8:14	12:28	12:29	5:20		
24	8:20	12:51	12:52	5:29		
25	7:48	12:18	12:27	5:19		
26	8:08	12:36	12:47	5:26		
27	SATURDAY					
28	SUNDAY					
29	8:00	12:50	12:55	5:08		
30	HOLIDAY					
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.

Alasit

Verified as to the prescribe office hours

JEDI JOY B. MANILAN

In-charge

DAILY TIME RECORD

JERREL ANN L. LAGITAO

Name

For the month of

December 1-31, 2021

DAY	A.M.		P.M.		Undertime	
	IN	OUT	IN	OUT	Hours	Min
1	7:57	12:30	12:35	5:12		
2	7:49	12:10	12:23	5:08		
3	7:51	12:38	12:48	5:20		
4	SATURDAY					
5	SUNDAY					
6	7:49	12:13	12:28	6:29		
7	7:42	12:37	12:38	5:46		
8	HOLIDAY					
9	8:18	12:26	12:38	5:01		
10	8:05	12:07	12:12	5:10		
11	SATURDAY					
12	SUNDAY					
13	8:16	12:38	12:39	5:18		
14	8:15	12:35	12:36	5:19		
15	7:45	12:16	12:19	5:08		
16	WORK SUSPENSION					
17	WORK SUSPENSION					
18	SATURDAY					
19	SUNDAY					
20	8:04	12:18	12:24	5:16		
21	8:30	12:18	12:24	5:06		
22	8:30	12:38	12:49	5:16		
23	8:00	12:55	12:59	5:00		
24	8:00	12:59	WORK SUSPENSION/HOLIDAY			
25	SATURDAY					
26	SUNDAY					
27	7:54	12:00	12:01	5:00		
28	SPL LEAVE					
29	SPL LEAVE					
30	SPL LEAVE					
31	WORK SUSPENSION/HOLIDAY					

I CERTIFY on my honor that the above is a true and correct report to the hours of work performed and departure from office.

Alasit

Verified to the prescribed office hours.

JEDI JOY B. MANILAN

Supervisor