

DAILY TIME RECORD

MARISEL A. LEORNA

Name

For the month of
Official hour of arrival
and departure

Feb. 1-28, 2022

Regular days 8:00am – 5:00am

Saturdays

D A Y	A.M.		P.M.		OVERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Min
1		Holiday				
2	7:55	12:30	12:40	5:40		
3	7:58	12:25	12:45	5:40		
4	8:00	12:25	12:20	7:16		
5	Saturday					
6	Sunday					
7	7:56	12:05	12:40	5:25		
8	7:58	12:30	12:45	5:40		
9	7:50	12:25	12:58	5:45		
10	7:37	12:07	12:55	9:00		
11	8:00	12:04	12:59	5:13		
12	Saturday					
13	Sunday					
14	8:00	12:30	12:45	6:00		
15	8:00	12:30	12:45	6:00		
16	7:57	12:25	12:58	5:45		
17	8:00	12:07	12:55	5:40		
18	8:00	12:15	12:45	5:02		
19	Saturday					
20	Sunday					
21	8:00	12:07	12:55	7:00		
22	7:55	12:05	12:40	5:05		
23	8:99	12:30	12:45	5:40		
24	7:00	12:03	12:20	7:00	Class	
25	Holiday					
26	Saturday					
27	Sunday					
28	8:00	12:30	12:45	5:40		
29		X-X-X-X-X-				
30						
31						

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

MARISEL A. LEORNA

Verified to the prescribed office hours.

MARIA JULIET C. CENIZA

In-charge