


DAILY TIME RECORD
GODOY, ARRAH MAE C.
(NAME)

For the month of
December 1 - 31, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:56	12:00	1:00	5:00	8hrs	
2-THU	8:03	12:00	1:00	5:00	8hrs	
3-FRI	8:00	12:00	1:00	5:00		Absent
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:00	1:00	5:00		Absent
7-TUE	8:00	12:00	1:00	5:00		Absent
8-WED		HOLIDAY!				Absent
9-THU	8:00	12:00	1:00	5:00		Absent
10-FRI	8:00	12:00	1:00	5:00		Absent
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:00	1:00	5:00		Absent
14-TUE	8:00	12:00	1:00	5:00		Absent
15-WED	8:00	12:00	1:00	9:00		Absent
16-THU	WORK SUSPENSION					Absent
17-FRI	WORK SUSPENSION					Absent
18-SAT						Off
19-SUN						Off
20-MON		leave!				Absent
21-TUE		leave!				Absent
22-WED	8:00	12:00	1:00	5:00		Absent
23-THU		leave!				Absent
24-FRI		leave!				Absent
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:00	1:00	5:00		Absent
28-TUE	8:00	12:00	1:00	5:00		Absent
29-WED	8:00	12:00	1:00	5:00		Absent
30-THU		HOLIDAY!				Absent
31-FRI	8:00	12:00				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