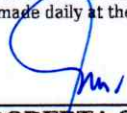


DAILY TIME RECORD
MIRAFLORES, MARIA ROBERTA S.
 (NAME)

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	HOLIDAY					Absent
2-TUE	7:30	12:10	12:35	5:02		Absent
3-WED	7:43	12:10	12:35	5:01	8hrs	
4-THU	7:50	12:15	12:50	5:00	8hrs	
5-FRI	7:44	12:00	12:50	5:00	8hrs	
6-SAT						Off
7-SUN						Off
8-MON	HOLIDAY		8:00	5:00	OT	Absent
9-TUE	7:54	12:30	1:00	5:00	8hrs	
10-WED	7:56	12:00	12:50	5:05	8hrs	
11-THU	7:52	12:00	1:00	5:46	8hrs	
12-FRI	7:54	12:05	12:40	5:05	8hrs	
13-SAT	8:30	12:00	1:20	4:30	OT	Off
14-SUN			1:00	5:05	OT	Off
15-MON	7:48	12:00	12:30	5:43	8hrs	
16-TUE	7:53	12:00	12:55	5:00	8hrs	
17-WED	7:40	12:10	12:50	5:05	8hrs	
18-THU	7:53	12:10	12:55	5:00		Absent
19-FRI		LEAVE				Absent
20-SAT						Off
21-SUN						Off
22-MON	7:50	12:10	12:30	5:12	8hrs	
23-TUE	7:54	12:00	12:45	5:00		Absent
24-WED	7:43	12:15	12:50	5:00		Absent
25-THU	7:52	12:00	12:30	5:00		Absent
26-FRI	7:56	12:00	12:45	5:15	8hrs	
27-SAT	8:30	12:00	1:15	4:00	OT	Off
28-SUN	9:15	11:40	2:00	4:30	OT	Off
29-MON	7:58	12:10	12:30	5:08	8hrs	
30-TUE	HOLIDAY		1:30	4:30	OT	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.


MARIA ROBERTA S. MIRAFLORES

VERIFIED as to prescribed office hours


DANIEL LESLIE S. TAN

Vice President
 Office of the Vice President for Admin. & Finance