

DAILY TIME RECORD

Luz O. Moreno

(NAME)

For the month of January, 2021

Official hours for arrival (Regular days)

And departure (Saturdays)

D	A	A M		P M		UNDERTIME	
		Arrival	Dept.	Arrival	Dept.	Hrs.	Mins.
1							
2							
3	8:20	12:15	1:00	5:20	6:10		
4	8:10	12:00	1:00	5:25	6:10		
5	7:45	12:00	1:00	6:10	7:20		
6	7:50	12:10	1:00	7:20	8:00		
7	7:50	12:00	1:00	7:00	7:50		
8							
9							
10							
11	8:10	12:05	1:00	5:15	6:05		
12	8:05	12:00	1:00	6:30	7:20		
13	7:50	12:00	1:10	5:30	6:20		
14							
15							
16							
17							
18							
19	8:10	12:15	1:00	5:20	6:10		
20	8:00	12:00	1:00	5:20	6:10		
21	8:00	12:10	1:00	5:20	6:10		
22							
23							
24	8:00	12:10	12:45	5:15	6:05		
25	8:15	12:00	1:00	5:10	6:00		
26	8:30	12:05	1:00	7:05	7:55		
27	8:10	12:00	1:00	11:00	11:50		
28	8:05	12:30	1:10	5:30	6:20		
29							
30							
31	8:10						
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.

VERIFIED as to the prescribed office hours

ROSELYN T. PLAMONTE

In-Charge

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