

DAILY TIME RECORD**BALDOS, ODELO B.**

(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	7:00	12:05	1:00	5:10		
2-THU	7:20	12:10	1:00	5:15		
3-FRI	7:15	12:12	1:00	5:05		
4-SAT						Off
5-SUN						Off
6-MON	7:15	12:10	1:00	5:12		
7-TUE	7:25	12:05	1:00	5:05		
8-WED						Holiday
9-THU	7:30	12:05	1:00	5:05		
10-FRI	7:25	12:10	1:00	5:10		
11-SAT						Off
12-SUN						Off
13-MON	7:15	12:10	1:00	5:25		
14-TUE	7:20	12:10	1:00	5:10		
15-WED	7:10	12:05				Half-day work suspension
16-THU						Work suspension
17-FRI						Work suspension
18-SAT						Off
19-SUN						Off
20-MON	7:05	12:10	1:00	5:20		
21-TUE	7:10	12:00	1:00	5:15		
22-WED	7:12	12:15	1:00	5:20		
23-THU	7:20	12:10	1:00	5:20		
24-FRI						On - leave
25-SAT						Off
26-SUN						Off
27-MON						On - leave
28-TUE						On - leave
29-WED						On - leave
30-THU						Holiday
31-FRI						On - leave

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.


ODELO B. BALDOS

VERIFIED as to prescribed office hours


DHENBER C. LUSANTA

 OIC - Director
 Eco - FARM
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24-FRI						On - leave
25-SAT						Off
26-SUN						Off
27-MON						On - leave
28-TUE						On - leave
29-WED						On - leave
30-THU						Holiday
31-FRI						On - leave

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