

Civil Service Form No. 49

**DAILY TIME RECORD**SENARA, CIEW

(NAME)

For the month of DEC. 1-31, 2021

Official hours for arrival

(Regular days

And departure

(Saturdays

D A Y	A M		P M		UNDERTIME	
	Arrival	Depr.	Arrival	Depr.	Hrs.	Mins.
1	7:20	12:10	1:10	5:10		
2	7:15	12:10	1:10	5:10		
3	7:15	12:10	1:10	5:10		
4	Off.					
5	Sun.					
6	7:20	12:10	1:10	5:10		
7	7:15	12:10	1:10	5:10		
8	HOLIDAY					
9	7:15	12:10	1:10	5:10		
10	7:20	12:10	1:10	5:10		
11	Off.					
12	Sun.					
13	7:25	12:10	1:10	5:10		
14	7:10	12:10	1:10	5:10		
15	7:20	12:10	1:10	5:10		
16	7 TYPHOON OVER					
17						
18	Off.					
19	Sun.					
20	7:20	12:10	1:10	5:10		
21	7:10	12:10	1:10	5:10		
22	7:20	12:10	1:10	5:10		
23	7:30	12:10	1:10	5:10		
24	ON LEAVE					
25	Off.					
26	Sun.					
27	ON LEAVE					
28						
29						
30	HOLIDAY					
31	ON LEAVE					
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

In-Charge