

DAILY TIME RECORD**BALALA, LOTIS M.**

(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	8:00	12:00	1:00	5:30		Absent
2-THU	8:20	12:00	1:00	5:45		Absent
3-FRI	8:00	12:00	1:00	5:30		Absent
4-SAT						Off
5-SUN						Off
6-MON	8:10	12:00	1:00	5:30		Absent
7-TUE	8:00	12:00	1:00	5:30		Absent
8-WED	Holiday					Absent
9-THU	8:15	12:00	1:00	6:00		Absent
10-FRI	8:10	12:00	1:00	5:45		Absent
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:00	1:00	5:30		Absent
14-TUE	8:00	12:00	1:00	5:30		Absent
15-WED	8:00	12:00	Work suspension			Absent
16-THU	Work suspension					Absent
17-FRI	Work suspension					Absent
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:00	1:00	5:30		Absent
21-TUE	Sick leave					Absent
22-WED	8:00	12:00	1:00	5:00		Absent
23-THU	8:00	12:00	1:00	5:00		Absent
24-FRI	8:00	12:00				Absent
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:00	1:00	5:10		Absent
28-TUE	8:00	12:00	1:00	5:10		Absent
29-WED	SPL					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.



LOTIS M. BALALA

VERIFIED as to prescribed office hours



SANTIAGO T. PEÑA JR.

Department Head
College of Veterinary Medicine