

DAILY TIME RECORD

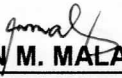
EDRALIN M. MALASAGA

Name

For the month of March 1-31, 2022Official hour of arrival Regular days 8:00 – 12:00; 1:00 – 5:00

D A Y	A.M.		P.M.		OVERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Min.
1	8:00	12:05	1:00	7:15		
2	7:56	12:10	1:00	6:39		
3	8:00	12:03	12:55	5:40		
4	8:10	12:05	1:00	7:14		
5	Saturday					
6	Sunday					
7	8:00	12:01	12:55	6:54		
8	7:59	12:05	12:56	6:35		
9	} ON TRAVEL					
10						
11	8:00	12:07	12:55	6:39		
12	Saturday					
13	Sunday					
14	8:00	12:05	1:00	7:05		
15	7:56	12:05	12:58	6:01		
16	8:15	12:05	1:00	6:56		
17	8:00	12:00	12:50	7:05		
18	8:00	12:03	12:56	7:55		
19	Saturday					
20	Sunday					
21	8:00	12:04	1:00	7:30		
22	8:00	12:06	12:55	8:00		
23	8:00	12:10	12:59	6:40		
24	7:35	12:00	1:00	5:45		
25	ON TRAVEL					
26	Saturday					
27	Sunday					
28	8:13	12:10	1:00	6:15		
29	8:00	12:10	1:00	7:13		
30	8:00	12:08	12:55	6:42		
31	8:00	12:05	12:55	6:21		

I CERTIFY on my honor that the above is true and correct report to the hours of work performed and departure from office.



EDRALIN M. MALASAGA

Verified to the prescribed office hours



MARIO E. BALIAD

In-charge