

DAILY TIME RECORDName: Generoso L. VequizoFor the month of Dec. 1-31, 2021

Official hour for (Regular days) _____

Arrival: _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	619	1200		415		
2	630	1200	115	415		
3	630	1200	115	415		
4	Saturday					
5	Sunday					
6	618	1200	115	415		
7	630	1200	115	415		
8	Holiday					
9	630	1200	115	415		
10	630	1200	115	415		
11	Saturday					
12	Sunday					
13	618	1200	115	415		
14	630	1200	115	415		
15			OP Memo 132			
16	OP Memo 132					
17	OP Memo 133					
18	Saturday					
19	Sunday					
20	600	1200	115	415		
21	610	1200	115	415		
22	630	1200	115	415		
23	730	1200	115	415		
24	630	1200	115	415		
25	Saturday					
26	Sunday					
27	630	1200	115	415		
28	630	1200	115	415		
29	630	1200	115	415		
30	Holiday					
31	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

LILIAN B. NUÑEZ

In-Charge