

**DAILY TIME RECORD****LORETO, MANOLO B. JR.**

(NAME)

For the month of  
**November 1 - 30, 2021**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	Holiday					
2-TUE	7:50	12:05	1:00	5:05		
3-WED	7:55	12:00	12:40	5:10		
4-THU	7:50	12:15	Travel to CHED 8			
5-FRI	8:05	12:00	1:00	5:00		
6-SAT	8:09	12:10			OT for AACCUP	Off
7-SUN						Off
8-MON	7:50	12:10			AACCUP	
9-TUE	7:50	12:00	1:50	5:15	AACCUP	
10-WED	7:45	12:05	1:00	5:20		
11-THU	7:40	12:00	12:50	5:20		
12-FRI	7:55	12:05	12:50	5:30		
13-SAT	8:00	12:00				Off
14-SUN						Off
15-MON	8:15	12:00	1:00	5:10	Fr USHER	
16-TUE	7:50	11:40	1:30	5:10	To QAC	
17-WED	7:48	9:40	1:00	5:05	To LTO	
18-THU	8:05	12:00	1:00	5:28		
19-FRI	8:00	12:00	1:00	4:00	To GSO	
20-SAT						Off
21-SUN						Off
22-MON	7:50	12:00	12:55	5:10		
23-TUE	7:00	12:00	12:55	5:00		
24-WED	8:05	12:05	1:00	5:00		
25-THU	7:55	12:30	1:20	5:15	At TDP	
26-FRI	7:50	12:10	1:10	5:05		
27-SAT	7:40	11:50				Off
28-SUN						Off
29-MON	Sick Leave					
30-TUE	7:50	11:00				

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.

**MANOLO B. LORETO JR.**

VERIFIED as to prescribed office hours

**ALELI A. VILLOCINO**  
 Vice-President, SAS