

Daily Time Record (DTR)

Name **JOCELYN T. CO**
 For the month of **March 1-31, 2022**
 Official hours of arrival and departure: } Regular days _____
 Saturdays _____

D A Y	A. M.		P. M.		Undertime	
		Departure	Arrival	Departure	Hrs.	Mins.
1	7:25	12:00	12:45	5:00		
2	7:25	12:00	12:45	5:00		
3	7:15	12:00	12:50	5:00		
4	LEAVE					
5					SATURDAY	
6					SUNDAY	
7	7:20	12:00	12:50	5:00		
8	7:15	12:00	12:45	5:00		
9	7:10	12:00	12:45	5:00		
10	7:12	12:00	12:47	5:00		
11	7:10	12:00	12:45	5:00		
12					SATURDAY	
13					SUNDAY	
14	7:15	12:00	12:56	5:00		
15	7:15	12:00	12:50	5:00		
16	7:15	12:00	12:45	5:00		
17	7:20	12:00	12:46	5:00		
18	7:26	12:00	12:55	5:00		
19					SATURDAY	
20					SUNDAY	
21	7:20	12:00	12:45	5:00		
22	7:15	12:00	12:50	5:00		
23	7:21	12:00	12:50	5:00		
24	7:10	12:00	12:45	5:00		
25	LEAVE					
26					SATURDAY	
27					SUNDAY	
28	7:10	12:03	12:50	5:00		
29	7:15	12:00	12:51	5:00		
30	7:15	12:00	12:55	5:00		
31	7:15	12:00	12:45	5:00		
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 of the time of arrival and departure from office.



Verified as to the prescribed office hours.


LOUELLA G. AMPAC
 Supervisor