

Civil Service Form No. 49 DAILY TIME RECORD						
VINCE G. LAO						
For the month of MAY 2022						
Official hours for arrival			(Regular days: _____)			
And Departure			(Saturdays: _____)			
D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	HOLIDAY					
2	CALAMITY LEAVE					
3	HOLIDAY					
4	CALAMITY LEAVE					
5	CALAMITY LEAVE					
6	CALAMITY LEAVE					
7	SATURDAY					
8	SUNDAY					
9	HOLIDAY					
10	SPECIAL LEAVE PRIVILEGE (SLP)					
11	SPECIAL LEAVE PRIVILEGE (SLP)					
12	SPECIAL LEAVE PRIVILEGE (SLP)					
13	FORCED LEAVE					
14	SATURDAY					
15	SUNDAY					
16	WFH					
17	WFH					
18	WFH					
19	WFH					
20	WFH					
21	SATURDAY					
22	SUNDAY					
23	WFH					
24	WFH					
25	WFH					
26	WFH					
27	WFH					
28	SATURDAY					
29	SUNDAY					
30	WFH					
31	WFH					
<b>TOTAL</b>						
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						
<u>BERT C. PEÑALOSA</u> In-Charge						

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