

DAILY TIME RECORD**ABUNDA, NANCY D.**

(NAME)

For the month of

December 1 - 31, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:00	12:00	1:00	5:00		
2-THU	8:00	12:00	1:00	5:00		
3-FRI	8:00	12:00	1:00	5:00		
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:00	1:00	5:00		
7-TUE	8:00	12:00	1:00	5:00		
8-WED		HOLIDAY				
9-THU	8:00	12:00	1:00	5:00		
10-FRI	8:00	12:00	1:00	5:00		
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:00	1:00	5:00		
14-TUE	8:00	12:00	1:00	5:00		
15-WED	8:00	12:00	Suspension of Work			
16-THU	Suspension of Work due to					
17-FRI	Typhoon Odette					
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:00	1:00	5:00		
21-TUE			Force			
22-WED			Leave			
23-THU			Half Day			
24-FRI						
25-SAT						Off
26-SUN						Off
27-MON		Force Leave				
28-TUE	8:00	12:00	1:00	5:00		
29-WED		Force Leave				
30-THU		HOLIDAY				
31-FRI		Leave				

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.



NANCY D. ABUNDA

VERIFIED as to prescribed office hours



MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation