

# DAILY TIME RECORD

## BAGARINAO, ALEX P.

(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				Absent
2-TUE	4:08	12:29	12:33	5:16	4hrs	4hrs
3-WED	4:14	12:45	12:47	5:12	4hrs	4hrs
4-THU	4:07	12:37	12:41	5:18	4hrs	4hrs
5-FRI	4:10	10:39	12:37	5:14	5hrs 21mins	2hrs 39mins
6-SAT						Off
7-SUN						Off
8-MON		HOLIDAY				Absent
9-TUE	4:10	LEAVE			8hrs	
10-WED	4:09	12:26	12:28	5:10	4hrs	4hrs
11-THU	4:12	10:31	12:29	5:12	5hrs 29mins	2hrs 31mins
12-FRI	4:07	10:31	12:50	5:10	8hrs	
13-SAT						Off
14-SUN						Off
15-MON	4:10	10:31	12:45	5:12	8hrs	
16-TUE	4:09	12:40	12:44	5:14	4hrs	4hrs
17-WED	4:06	12:35	12:40	5:14	4hrs	4hrs
18-THU	4:05	10:30	12:52	5:10	5hrs 30mins	2hrs 30mins
19-FRI	4:05	12:37	12:39	5:12	4hrs	4hrs
20-SAT						Off
21-SUN						Off
22-MON	4:14	12:35	12:41	5:10	4hrs	4hrs
23-TUE	4:12	12:40	12:42	5:12	4hrs	4hrs
24-WED	4:04	12:34	12:37	5:10	4hrs	4hrs
25-THU	4:11	12:34	12:36	5:14	4hrs	4hrs
26-FRI	4:05	10:31	12:52	5:10	8hrs	
27-SAT						Off
28-SUN						Off
29-MON	4:10	12:38	12:40	5:12	4hrs	4hrs
30-TUE		HOLIDAY				Absent

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.

**ALEX P. BAGARINAO**

VERIFIED as to prescribed office hours

**MARIA ROBERTA S. MIRAFLOR**

Department Head  
Records and Archives Office