

# DAILY TIME RECORD

## BAGARINAO, ALEX P.

(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	4:04	12:43	12:49	5:10	4hrs	4hrs
2-THU	4:05	10:31	12:56	5:12	5hrs 29mins	2hrs 31mins
3-FRI	4:05	12:30	12:35	5:11	4hrs	4hrs
4-SAT						Off
5-SUN						Off
6-MON	4:04	10:31	12:41	5:12	8hrs	
7-TUE	4:06	10:30	12:41	5:12	8hrs	
8-WED		HOLIDAY				Absent
9-THU	4:29	12:39	12:41	5:10	4hrs	4hrs
10-FRI	4:10	10:32	12:33	5:10	5hrs 28mins	2hrs 32mins
11-SAT						Off
12-SUN						Off
13-MON	4:39	12:32	12:34	5:12	4hrs	4hrs
14-TUE	4:31	10:31	12:41	5:11		Absent
15-WED	4:08	10:31	12:31	5:10	8hrs	
16-THU		HOLIDAY				Absent
17-FRI		HOLIDAY				Absent
18-SAT						Off
19-SUN						Off
20-MON		LEAVE				Absent
21-TUE		LEAVE				Absent
22-WED	4:30	10:31	12:30	5:10		Absent
23-THU	4:31	10:31	12:31	5:12		Absent
24-FRI	4:32	10:31	12:31	5:10		Absent
25-SAT						Off
26-SUN						Off
27-MON	4:14	10:31	12:30	5:12	8hrs	
28-TUE		LEAVE				Absent
29-WED		LEAVE				Absent
30-THU		HOLIDAY				Absent
31-FRI	5:06	10:31	12:40	5:12	8hrs	

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  
 Office of the Head of Records and Archives