

## DAILY TIME RECORD

THELMA P. ADAS

(NAME)

March 1-31, 2022

For the month of

Official hours for arrival

(Regular days: \_\_\_\_\_)

And Departure

(Saturdays: \_\_\_\_\_)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	8:00	12:00	12:00	5:00		
2	8:00	12:05	12:59	5:00		
3	8:00	12:06	12:57	5:00		
4	8:00	12:03	12:56	5:00		
5					SATURDAY	
6					SUNDAY	
7	8:00	12:00	12:55	5:00		
8	8:00	12:00	12:54	5:00		
9	8:00	12:03	12:50	5:00		
10	8:00	12:05	12:51	5:00		
11	8:00	12:00	1:00	5:00		
12					SATURDAY	
13					SUNDAY	
14	8:00	12:03	12:56	5:00		
15	8:00	12:05	12:57	5:08	9:00	
16	8:00	12:06	12:50	5:03		
17	8:00	12:06	12:51	5:00		
18	8:00	12:03	1:00	5:00		
19					SATURDAY	
20					SUNDAY	
21	8:00	12:05	12:56	5:00		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	12:54	5:00		
25	8:00	12:05	12:54	5:03		
26					SATURDAY	
27					SUNDAY	
28	8:00	12:06	12:50	5:05		
29	8:00	12:05	12:54	5:02		
30	8:00	12:03	12:51	5:01		
31	8:00	12:05	12:50	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 at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours

ELIZABETH S. QUEVEDO

In-Charge