

**DAILY TIME RECORD**

J-ANNIE G. EBIT

Name

For the month of DECEMBER 2021  
 Official hours for arrival \_\_\_\_\_ Regular days \_\_\_\_\_  
 and departure \_\_\_\_\_ Saturdays \_\_\_\_\_

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Depart- ure	Arrival	Depart- ure	Hrs.	Min.
1	7:50	12:00	12:30	5:00		
2	7:45	12:00	1:00	5:00		
3	7:43	12:00	1:00	5:00		
4	SATURDAY					
5	SUNDAY					
6	8:00	12:00	12:58	5:00		
7	8:00	12:00	1:00	5:00		
8	HOLIDAY					
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	SATURDAY					
12	SUNDAY					
13	8:00	12:00	1:00	5:00		
14	8:20	12:00	12:45	5:00		
15	7:35	12:00	1:00	5:00		
16	Suspension of Work due to Typhoon					
17	Suspension of Work due to Typhoon					
18	SATURDAY					
19	SUNDAY					
20	8:00	12:00	WFH	WFH		
21	8:00	12:00	1:00	5:00		
22	Calamity Leave					
23	Calamity Leave					
24	Calamity Leave					
25	Teacher's Leave					
26	Teacher's Leave					
27	Teacher's Leave					
28	Teacher's Leave					
29	Teacher's Leave					
30	Teacher's Leave					

**TOTAL**

I CERTIFY on my honor that the above is a true and correct reports of the hours of works performed, record of which was made daily at the time of arrival and departure from office.

Verified to the prescribed office  
hours

JETT C. QUEBEC  
In-Charge

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