

# DAILY TIME RECORD

Name: Merry Jean A. Caparas  
 For the month of Nov. 1-30, 2022  
 Official hour for (Regular days) \_\_\_\_\_  
 Arrival: \_\_\_\_\_ Departure (Saturdays) \_\_\_\_\_

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	HOLIDAY					
2	8:00	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	Saturday					
6	Sunday					
7	8:00	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	Saturday					
13	Sunday					
14	8:00	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16						
17						
18						
19	Saturday					
20	Sunday					
21						
22						
23						
24						
25						
26	Saturday					
27	Sunday					
28						
29						
30	Holiday					
31						
	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

LILIAN B. NUÑEZ  
In-Charge

# DAILY TIME RECORD

Name: Merry Jean A. Caparas  
 For the month of Oct. 24-31, 2022  
 Official hour for (Regular days) \_\_\_\_\_  
 Arrival: \_\_\_\_\_ Departure (Saturdays) \_\_\_\_\_

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	Saturday					
2	Sunday					
3						
4						
5						
6						
7						
8	Saturday					
9	Sunday					
10						
11						
12						
13						
14						
15	Saturday					
16	Sunday					
17						
18						
19						
20						
21						
22	Saturday					
23	Sunday					
24	8:00	12:00	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26	8:00	12:00	1:00	5:00		
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	Saturday					
30	Sunday					
31	8:00	12:00	1:00	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

LILIAN B. NUÑEZ  
In-Charge