

DAILY TIME RECORD **TANAID, RIZAL R.** (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	7:59	12:00	1:00	5:00	4hrs	
2-THU	7:26	12:01	12:05	5:00	4hrs	4hrs
3-FRI	8:00	12:03	12:07	5:00	4hrs	
4-SAT		Sat		S-		Off
5-SUN		Sun.		S-		Off
6-MON	8:00	12:05	12:09	5:00	4hrs	
7-TUE	8:00	12:07	12:11	5:00	4hrs	
8-WED		Holiday	H.			Absent
9-THU	8:00	12:01	12:05	5:00	4hrs	
10-FRI	Force leaved		F. leaved			Absent
11-SAT		Sat		S-		Off
12-SUN		Sun.		S-		Off
13-MON	8:00	12:00	12:09	5:00	4hrs	
14-TUE	8:00	12:06	12:09	5:00	4hrs	
15-WED	8:00	12:00	1:00	5:00	4hrs	
16-THU		Work Suspension				Absent
17-FRI						Absent
18-SAT		Sat		S-		Off
19-SUN		Sun.		S-		Off
20-MON	8:00	12:00	1:00	5:00		Absent
21-TUE	8:00	12:00	1:00	5:00		Absent
22-WED	8:00	12:00	1:00	5:00		Absent
23-THU	8:00	12:00	1:00	5:00		Absent
24-FRI	8:00	12:00	1:00	5:00		Absent
25-SAT		Sat		S-		Off
26-SUN		Sun.		S-		Off
27-MON	8:00	12:00	1:00	5:00		Absent
28-TUE	8:00	12:00	1:00	5:00		Absent
29-WED	8:00	12:00	1:00	5:00		Absent
30-THU		Holiday	H.	H.		Absent
31-FRI	8:00	12:00				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.

RIZAL R. TANAID

VERIFIED as to prescribed office hours

JOSEFINA M. LARROSA

Department Head
Office of the President