

**DAILY TIME RECORD**AILYN V. CASTRO

(Name)

For the month of FEBRUARY 2022

Official hours of arrival (Regular Days)

and departure (Saturdays)

| Day            | A.M.    |           | P.M.    |           | UNDERTIME |         |
|----------------|---------|-----------|---------|-----------|-----------|---------|
|                | Arrival | Departure | Arrival | Departure | Hours     | Minutes |
| 1              |         | HOLIDAY   |         |           |           |         |
| 2              | 8:15    | 11:15     | 1:00    | 2:00      |           |         |
| 3              | 8:15    | 11:15     | 1:00    | 2:00      |           |         |
| 4              | 8:10    | 11:10     | 1:00    | 2:00      |           |         |
| 5              |         |           |         |           |           |         |
| 6              |         |           |         |           |           |         |
| 7              | 8:00    | 11:00     | 1:00    | 2:00      |           |         |
| 8              | 8:00    | 11:00     | 2:00    | 3:00      |           |         |
| 9              | 8:15    | 11:15     | 2:00    | 3:00      |           |         |
| 10             | 8:15    | 11:15     | 2:00    | 3:00      |           |         |
| 11             | 8:10    | 11:10     | 2:00    | 3:00      |           |         |
| 12             |         |           |         |           |           |         |
| 13             |         |           |         |           |           |         |
| 14             | 8:00    | 11:00     | 1:00    | 2:00      |           |         |
| 15             | 8:15    | 11:15     | 1:00    | 2:00      |           |         |
| 16             | 8:15    | 11:15     | 1:00    | 2:00      |           |         |
| 17             | 8:10    | 11:10     | 1:00    | 2:00      |           |         |
| 18             | 8:10    | 11:10     | 1:00    | 2:00      |           |         |
| 19             |         |           |         |           |           |         |
| 20             |         |           |         |           |           |         |
| 21             | 8:15    | 11:15     | 1:00    | 2:00      |           |         |
| 22             | 8:15    | 11:15     | 1:00    | 2:00      |           |         |
| 23             | 8:10    | 11:10     | 2:00    | 3:00      |           |         |
| 24             | 8:10    | 11:10     | 2:00    | 3:00      |           |         |
| 25             |         | HOLIDAY   |         |           |           |         |
| 26             |         |           |         |           |           |         |
| 27             |         |           |         |           |           |         |
| 28             | 8:00    | 11:00     | 1:00    | 2:00      |           |         |
| 29             |         |           |         |           |           |         |
| 30             |         |           |         |           |           |         |
| 31             |         |           |         |           |           |         |
| TOTAL 70 hours |         |           |         |           |           |         |

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 the time of arrival at and departure from office.

Verified as to prescribe office hours.

DEJAY M. LUMANAD

In-Charge