

DAILY TIME RECORD  
SACRO, CELSO F.  
(NAME)

For the month of  
November 1 - 30, 2021  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Absent
2-TUE	7:37	12:02	12:57	5:00		8hrs
3-WED	7:32	12:00	ABSENT		4hrs	4hrs
4-THU	7:37	12:00	12:56	5:00		8hrs
5-FRI	7:45	12:00	12:51	5:07		8hrs
6-SAT						Off
7-SUN						Off
8-MON		HOLIDAY				Absent
9-TUE	7:40	12:01	12:54	5:05		8hrs
10-WED	7:45	12:01	12:53	5:26		8hrs
11-THU	7:29	12:56	12:57	5:22		8hrs
12-FRI	7:44	12:01	12:56	5:03	4hrs	4hrs
13-SAT						Off
14-SUN						Off
15-MON	7:32	12:02	12:51	5:43		8hrs
16-TUE	7:45	12:01	12:57	5:02		8hrs
17-WED	7:36	12:01	12:52	5:05		8hrs
18-THU	7:47	12:01	12:54	5:07	4hrs	4hrs
19-FRI	7:31	12:01	12:50	5:01		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:36	12:00	12:48	5:05		8hrs
23-TUE	7:50	12:00	12:56	5:12		8hrs
24-WED	7:52	12:00	12:55	5:03		8hrs
25-THU	7:47	12:00	12:54	5:03		8hrs
26-FRI	7:42	12:00	12:56	5:05	8hrs	
27-SAT						Off
28-SUN						Off
29-MON	7:52	12:00	12:55	5:08		8hrs
30-TUE						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.

CELSO F. SACRO

VERIFIED as to prescribed office hours

QUEEN EVER Y. ATUPAN  
Department Head  
Office of the Cashier