

Civil Service Form No. 49

**DAILY TIME RECORD****WELLA MARIE D. ALACIO**

For the month of December 2021  
 Official hours for arrival (Regular days: \_\_\_\_\_)  
 And Departure (Saturdays: \_\_\_\_\_)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	8:00	12:00	1:00	5:00		
2	8:00	1:00	2:00	5:30		
3	8:00	12:00	1:00	5:00		
4	SATURDAY					
5	SUNDAY					
6	8:00	12:00	1:00	5:00		
7	8:00	1:00	2:00	5:30		
8	HOLIDAY					
9	8:00	1:00	2:00	5:30		
10	8:00	12:00	1:00	5:00		
11	SATURDAY					
12	SUNDAY					
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	WORK SUSPENSION					
17						
18	SATURDAY					
19	SUNDAY					
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	SATURDAY					
26	SUNDAY					
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	8:00	12:00	1:00	5:00		
30	HOLIDAY					
31	8:00	12:00	BREAK			

**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

**ANGELITA L. PARADERO**  
 In-Charge

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**ANGELITA L. PARADERO**  
 In-Charge