

**DAILY TIME RECORD**Flore Mica Y. Duatin

(NAME)

For the month of June 1 - 30, 2022

Official hours for arrival \_\_\_\_\_ (Regular days \_\_\_\_\_)

And departure \_\_\_\_\_ (Saturdays \_\_\_\_\_)

D A Y	A M		P M		UNDERTIME	
	Arrival	Depr.	Arrival	Depr.	Hrs.	Mins.
1	8:06	12:00	12:00	5:05		
2	7:59	12:05	12:00	5:00		
3	8:00	12:10	12:45	5:15		
4	S					
5	S					
6						
7						
8	} WFA					
9						
10						
11	S					
12						
13						
14	} WFH					
15						
16						
17						
18	S					
19	S					
20						
21	} WFH					
22						
23						
24	} Sick leave					
25						
26	S					
27	8:00	12:10	12:45	5:00		
28	8:05	12:15	12:50	5:15		
29	} Sick leave					
30						
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.

for me

VERIFIED as to the prescribed office hours

\_\_\_\_\_  
In-Charge