

DAILY TIME RECORD
MARLON T. ANDRINO

(NAME)

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	08:00	12:00	01:00	05:00		
2	08:00	12:00	01:00	05:00		
3	08:00	12:00	01:00	05:00		
4	SATURDAY					
5	SUNDAY					
6	08:00	12:00	01:00	05:00		
7	08:00	12:00	01:00	05:00		
8	HOLIDAY					
9	08:00	12:00	01:00	05:00		
10	08:00	12:00	01:00	05:00		
11	SATURDAY					
12	SUNDAY					
13	08:00	12:00	01:00	05:00		
14	08:00	12:00	01:00	05:00		
15	08:00	12:00	01:00	05:00		
16	08:00	12:00	01:00	05:00		
17	08:00	12:00	01:00	05:00		
18	SATURDAY					
19	SUNDAY					
20	08:00	12:00	01:00	05:00		
21	08:00	12:00	01:00	05:00		
22	08:00	12:00	01:00	05:00		
23	08:00	12:00	01:00	05:00		
24	08:00	12:00	01:00	05:00		
25	SATURDAY					
26	SUNDAY					
27	08:00	12:00	01:00	05:00		
28	08:00	12:00	01:00	05:00		
29	08:00	12:00	01:00	05:00		
30	HOLIDAY					
31	08:00	12:00	01:00	05:00		

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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