

**DAILY TIME RECORD****TANAID, RIZAL R.**

(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		<i>Holiday</i>				Absent
2-TUE		<i>Sick leave</i>				Absent
3-WED	<i>8:00</i>	12:01	12:04	5:02	<i>4hrs</i>	4hrs
4-THU	8:00	12:01	12:04	5:06		8hrs
5-FRI		<i>Sick leave</i>	<i>8-6</i>	<i>6-</i>		Absent
6-SAT		<i>Sat</i>		<i>5-</i>		Off
7-SUN		<i>Sun</i>		<i>5-</i>		Off
8-MON	<i>8:00</i>	<i>12:01</i>	<i>1:00</i>	<i>5:00</i>		Absent
9-TUE	8:04	12:00	12:04	5:01	<i>4mins</i>	7hrs 56mins
10-WED	8:00	12:02	12:06	<i>5:00</i>	<i>4hrs</i>	4hrs
11-THU	8:03	12:06	12:10	5:03	<i>3mins</i>	7hrs 57mins
12-FRI	8:02	<i>12:01</i>	<i>1:00</i>	5:01	<i>8hrs</i>	
13-SAT		<i>Sat</i>		<i>5-</i>		Off
14-SUN		<i>Sun</i>		<i>5-</i>		Off
15-MON	7:51	12:06	12:08	5:00		8hrs
16-TUE	7:58	12:01	12:05	5:03		8hrs
17-WED	8:03	12:00	12:04	5:08	<i>3mins</i>	7hrs 57mins
18-THU	8:08	12:01	12:04	5:01	<i>8mins</i>	7hrs 52mins
19-FRI	7:56	12:01	<i>1:00</i>	<i>5:00</i>	<i>4hrs</i>	4hrs
20-SAT		<i>Sat</i>		<i>5-</i>		Off
21-SUN		<i>Sun</i>		<i>5-</i>		Off
22-MON	8:03	12:01	12:04	5:03	<i>3mins</i>	7hrs 57mins
23-TUE	8:00	12:04	12:08	<i>5:00</i>	<i>4hrs</i>	4hrs
24-WED	7:55	12:01	<i>1:00</i>	<i>5:00</i>	<i>4hrs</i>	4hrs
25-THU		<i>Vacation Day</i>				Absent
26-FRI	8:03	12:09	12:13	5:01	<i>3mins</i>	7hrs 57mins
27-SAT		<i>Sat</i>		<i>5-</i>		Off
28-SUN		<i>Sun</i>		<i>5-</i>		Off
29-MON	8:09	<i>12:00</i>	<i>1:00</i>	5:07	<i>8hrs</i>	
30-TUE		<i>Holiday</i>				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.

  
**RIZAL R. TANAID**

VERIFIED as to prescribed office hours

  
**JOSEFINA M. LARROSA**

Department Head  
Office of the President