

Civil Service Form No. 49

**DAILY TIME RECORD**  
**MERVIN JUNE B. GASATAN**

(NAME)

For the month of JANUARY 2022

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

And Departure (Saturdays: \_\_\_\_\_)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	SATURDAY					
2	SUNDAY					
3	7:52	12:07	12:47	5:11		
4	7:57	12:14	12:59	5:10		
5	7:56	12:07	12:52	5:10		
6	7:50	12:11	12:58	5:05		
7	7:59	12:02	12:59	5:15		
8	SATURDAY					
9	SUNDAY					
10	7:52	12:10	12:51	5:14		
11	7:51	12:05	12:54	5:00		
12	7:52	12:09	12:56	5:04		
13	7:53	12:02	12:58	5:09		
14	7:46	12:06	12:57	5:11		
15	SATURDAY					
16	SUNDAY					
17	7:52	12:15	12:51	5:00		
18	7:59	12:00	12:52	5:12		
19	7:55	12:08	12:57	5:04		
20	7:45	12:08	12:49	5:05		
21	7:59	12:01	12:56	5:10		
22	SATURDAY					
23	SUNDAY					
24	7:52	12:13	12:46	5:09		
25	7:57	12:02	12:45	5:03		
26	7:56	12:13	12:45	5:10		
27	7:50	12:08	12:53	5:06		
28	7:46	12:15	12:57	5:05		
29	SATURDAY					
30	SUNDAY					
31	7:46	12:06	12:50	5:11		

**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



In-Charge

Civil Service Form No. 49

**DAILY TIME RECORD**  
**MERVIN JUNE B. GASATAN**

(NAME)

For the month of FEBRUARY 2022

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

And Departure (Saturdays: \_\_\_\_\_)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	HOLIDAY					
2	7:54	12:11	12:51	5:09		
3	7:56	12:02	12:56	5:12		
4	7:59	12:00	12:48	5:04		
5	SATURDAY					
6	SUNDAY					
7	WORK FROM HOME					
8	WORK FROM HOME					
9	WORK FROM HOME					
10	WORK FROM HOME					
11	WORK FROM HOME					
12	SATURDAY					
13	SUNDAY					
14	7:54	12:00	12:45	5:12		
15	7:57	12:04	12:54	5:03		
16	7:51	12:01	12:53	5:13		
17	7:50	12:00	12:50	5:08		
18	7:51	12:15	12:57	5:00		
19	SATURDAY					
20	SUNDAY					
21	7:46	12:01	12:49	5:06		
22	7:49	12:12	12:59	5:12		
23	7:52	12:05	12:54	5:10		
24	7:49	12:01	12:46	5:10		
25	HOLIDAY					
26	SATURDAY					
27	SUNDAY					
28	7:51	12:00	12:50	5:13		
29						
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.

VERIFIED as to the prescribed office hours



In-Charge