

**DAILY TIME RECORD****CAINTIC, LENITA L.**

(NAME)

For the month of

**December 1 - 31, 2021**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:17	12:02	12:03	5:00	8hrs	
2-THU	7:22	12:06	12:03	5:03	8hrs	
3-FRI	7:20	12:04	12:05	5:02		<del>Absent</del>
4-SAT						Off
5-SUN						Off
6-MON	7:15	12:07	12:08	5:10		<del>Absent</del>
7-TUE	7:20	12:06	12:09	5:02		<del>Absent</del>
8-WED	HOLIDAY					<del>Absent</del>
9-THU	7:20	12:02	12:03	5:04		<del>Absent</del>
10-FRI	7:30	12:05	12:06	5:03		<del>Absent</del>
11-SAT						Off
12-SUN						Off
13-MON	7:20	12:06	12:07	5:05		<del>Absent</del>
14-TUE	7:15	12:08	12:09	5:03		<del>Absent</del>
15-WED	7:25	1:55	1:50	9:10		<del>Absent</del>
16-THU	Work Suspension					<del>Absent</del>
17-FRI	Work Suspension					<del>Absent</del>
18-SAT						Off
19-SUN						Off
20-MON	LEAVE					<del>Absent</del>
21-TUE	7:25	12:03	12:04	5:03		<del>Absent</del>
22-WED	7:15	12:05	12:06	5:02		<del>Absent</del>
23-THU	7:40	12:03	12:04	5:05		<del>Absent</del>
24-FRI	7:25	12:02	12:03	5:02		<del>Absent</del>
25-SAT	HOLIDAY					Off
26-SUN						Off
27-MON	7:20	12:05	12:06	5:07		<del>Absent</del>
28-TUE	7:35	12:05	12:06	5:02		<del>Absent</del>
29-WED	7:20	12:07	12:08	5:04		<del>Absent</del>
30-THU	HOLIDAY					<del>Absent</del>
31-FRI	7:40	12:06	12:07	5:05		<del>Absent</del>

I P O 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.

*Lenita L. Caintic*  
**LENITA L. CAINTIC**

V VERIFIED as to prescribed office hours

**JOSEFINA M. LARROSA**

Department Head  
Office of the President