

DAILY TIME RECORD**VINCE G. LAO**For the month of **JANUARY 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	SATURDAY					
2	SUNDAY					
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	LEAVE					
6	LEAVE					
7	LEAVE					
8	SATURDAY					
9	SUNDAY					
10	LEAVE					
11	LEAVE					
12	8:00	12:00	1:00	5:00		
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	SATURDAY					
16	SUNDAY					
17	8:00	12:00	1:00	5:00		
18	8:00	12:00	1:00	5:00		
19	8:00	12:00	1:00	5:00		
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	SATURDAY					
23	SUNDAY					
24	8:00	12:00	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26	8:00	12:00	1:00	5:00		
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	SATURDAY					
30	SUNDAY					
31	8:00	12:00	1:00	5:00		

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