

Civil Service Form No. 49

**DAILY TIME RECORD****WELLA MARIE D. ALACIO**For the month of **APRIL 2022**

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

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

| D<br>A<br>Y | A. M.           |           | P. M.   |           | UNDERTIME |         |
|-------------|-----------------|-----------|---------|-----------|-----------|---------|
|             | Arrival         | Departure | Arrival | Departure | Hours     | Minutes |
| 1           | 8:00            | 12:00     | 1:00    | 5:00      |           |         |
| 2           | SATURDAY        |           |         |           |           |         |
| 3           | SUNDAY          |           |         |           |           |         |
| 4           | 8:00            | 12:00     | 1:00    | 5:00      |           |         |
| 5           | 8:00            | 12:00     | 1:00    | 5:30      |           |         |
| 6           | 8:00            | 12:00     | 1:00    | 5:00      |           |         |
| 7           | 8:00            | 12:00     | 1:00    | 5:30      |           |         |
| 8           | 8:00            | 12:00     | 1:00    | 5:00      |           |         |
| 9           | SATURDAY        |           |         |           |           |         |
| 10          | SUNDAY          |           |         |           |           |         |
| 11          | 8:00            | 12:00     | 1:00    | 5:00      |           |         |
| 12          | WORK SUSPENSION |           |         |           |           |         |
| 13          |                 |           |         |           |           |         |
| 14          |                 |           |         |           |           |         |
| 15          | HOLIDAY         |           |         |           |           |         |
| 16          | SATURDAY        |           |         |           |           |         |
| 17          | SUNDAY          |           |         |           |           |         |
| 18          | 8:00            | 12:00     | 1:00    | 5:00      |           |         |
| 19          | 8:00            | 12:00     | 1:00    | 5:30      |           |         |
| 20          | 8:00            | 12:00     | 1:00    | 5:00      |           |         |
| 21          | 8:00            | 12:00     | 1:00    | 5:30      |           |         |
| 22          | 8:00            | 12:00     | 1:00    | 5:00      |           |         |
| 23          | SATURDAY        |           |         |           |           |         |
| 24          | SUNDAY          |           |         |           |           |         |
| 25          | CALAMITY LEAVE  |           |         |           |           |         |
| 26          |                 |           |         |           |           |         |
| 27          |                 |           |         |           |           |         |
| 28          |                 |           |         |           |           |         |
| 29          |                 |           |         |           |           |         |
| 30          | SATURDAY        |           |         |           |           |         |

**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

**BERT C. PEÑALOSA**  
In-Charge

Civil Service Form No. 49

**DAILY TIME RECORD****EURICE ED D. MANGAOANG**For the month of **APRIL 2022**

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

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

| D<br>A<br>Y | A. M.           |           | P. M.   |           | UNDERTIME |         |
|-------------|-----------------|-----------|---------|-----------|-----------|---------|
|             | Arrival         | Departure | Arrival | Departure | Hours     | Minutes |
| 1           | 7:00            | 12:00     | 1:00    | 5:00      |           |         |
| 2           | SATURDAY        |           |         |           |           |         |
| 3           | SUNDAY          |           |         |           |           |         |
| 4           | 7:00            | 12:00     | 1:00    | 5:00      |           |         |
| 5           | 7:00            | 12:00     | 1:00    | 5:00      |           |         |
| 6           | 7:00            | 12:00     | 1:00    | 5:00      |           |         |
| 7           | 8:00            | 12:00     | 1:00    | 5:00      |           |         |
| 8           | 7:00            | 12:00     | 1:00    | 5:00      |           |         |
| 9           | SATURDAY        |           |         |           |           |         |
| 10          | SUNDAY          |           |         |           |           |         |
| 11          | 7:00            | 12:00     | 1:00    | 5:00      |           |         |
| 12          | WORK SUSPENSION |           |         |           |           |         |
| 13          |                 |           |         |           |           |         |
| 14          |                 |           |         |           |           |         |
| 15          | HOLIDAY         |           |         |           |           |         |
| 16          | SATURDAY        |           |         |           |           |         |
| 17          | SUNDAY          |           |         |           |           |         |
| 18          | 7:00            | 12:00     | 1:00    | 5:00      |           |         |
| 19          | 7:00            | 12:00     | 1:00    | 5:00      |           |         |
| 20          | 7:00            | 12:00     | 1:00    | 5:00      |           |         |
| 21          | 8:00            | 12:00     | 1:00    | 5:00      |           |         |
| 22          | 7:00            | 12:00     | 1:00    | 5:00      |           |         |
| 23          | SATURDAY        |           |         |           |           |         |
| 24          | SUNDAY          |           |         |           |           |         |
| 25          | CALAMITY LEAVE  |           |         |           |           |         |
| 26          |                 |           |         |           |           |         |
| 27          |                 |           |         |           |           |         |
| 28          |                 |           |         |           |           |         |
| 29          |                 |           |         |           |           |         |
| 30          | SATURDAY        |           |         |           |           |         |

**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

**BERT C. PEÑALOSA**  
In-Charge