DAILY TIME RECORD
CALUNANGAN, FE C.
(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		HOLIDAY				Absent
2-TUE	7:51	12:06	12:07	5:00	4hrs	4hrs
3-WED	7:49	12:01	12:04	5:00	4hrs	4hrs
4-THU	7:53	12:00	1:00	5:56	8hrs	
5-FRI	7:48	12:06	12:07	5:00	4hrs	4hrs
6-SAT						Off
7-SUN						Off
8-MON		HOLIDAY				Absent
9-TUE	7:51	12:00	12:02	5:00	4hrs	4hrs
10-WED	7:50	12:20	12:21	5:00	4hrs	4hrs
11-THU	7:49	12:54	12:55	5:00	4hrs	4hrs
12-FRI	7:52	12:09	12:10	5:00	4hrs	4hrs
13-SAT						Off
14-SUN						Off
15-MON	7:49	12:19	12:20	5:00	4hrs	4hrs
16-TUE	7:51	12:08	12:10	5:00	4hrs	4hrs
17-WED	7:52	12:04	12:05	5:00	4hrs	4hrs
18-THU	7:54	12:10	12:11	5:00	4hrs	4hrs
19-FRI	7:52	12:35	12:36	5:00	4hrs	4hrs
20-SAT						Off
21-SUN						Off
22-MON	7:48	12:05	12:07	5:00	4hrs	4hrs
23-TUE	7:49	12:02	12:03	5:12		8hrs
24-WED	7:53	12:05	12:07	5:00	4hrs	4hrs
25-THU	7:51	12:04	12:06	5:00	4hrs	4hrs
26-FRI	7:51	12:06	— SLP	—	8hrs	
27-SAT						Off
28-SUN						Off
29-MON	— —	— S L P	— —			Absent
30-TUE		HOLIDAY				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.

Calunangan
FE C. CALUNANGAN

VERIFIED as to prescribed office hours

QUEEN-EVER Y. ATUPAN
Department Head
Office of the Cashier