

DAILY TIME RECORD  
ESGUERRA, ERLY S. #264  
(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	8:00	12:00	1:00	5:00		
2-THU	8:30	12:00	1:00	5:00		
3-FRI	7:50	12:00	1:00	5:00		
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:00	1:00	5:00		
7-TUE	7:50	12:00	1:00	5:00		
8-WED	HOLIDAY					
9-THU	8:00	12:00	1:00	5:00		
10-FRI	7:50	12:00	1:00	5:00		
11-SAT						Off
12-SUN						Off
13-MON	7:50	12:00	1:00	5:00		
14-TUE	7:52	12:00	1:00	5:00		
15-WED	8:00	12:00	1:00	5:00		
16-THU	WORK SUSPENSION					
17-FRI	WORK SUSPENSION					
18-SAT						Off
19-SUN						Off
20-MON	7:50	12:00	1:00	5:00		
21-TUE	7:35	12:00	1:00	5:00		
22-WED	7:45	12:00	1:00	5:00		
23-THU	7:50	12:00	1:00	5:00		
24-FRI	7:50	12:00	1:00	2:00	HALF DAY ONLY	
25-SAT						Off
26-SUN						Off
27-MON	7:55	12:00	1:00	5:00		
28-TUE	7:55	12:00	1:00	5:00		
29-WED	ON LEAVE					
30-THU	HOLIDAY					
31-FRI	7:50	12:00				

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.

ERLY S. ESGUERRA

VERIFIED as to prescribed office hours

JESSAMINE C. ECLEO

Department Head  
Procurement Office

DAILY TIME RECORD  
ESGUERRA, ERLY S. #264  
(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	8:00	12:00	1:00	5:00		
2-THU	8:30	12:00	1:00	5:00		
3-FRI	7:50	12:00	1:00	5:00		
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:00	1:00	5:00		
7-TUE	7:50	12:00	1:00	5:00		
8-WED	HOLIDAY					
9-THU	8:00	12:00	1:00	5:00		
10-FRI	7:50	12:00	1:00	5:00		
11-SAT						Off
12-SUN						Off
13-MON	7:50	12:00	1:00	5:00		
14-TUE	7:52	12:00	1:00	5:00		
15-WED	8:00	12:00	1:00	5:00		
16-THU	WORK SUSPENSION					
17-FRI	WORK SUSPENSION					
18-SAT						Off
19-SUN						Off
20-MON	7:50	12:00	1:00	5:00		
21-TUE	7:35	12:00	1:00	5:00		
22-WED	7:45	12:00	1:00	5:00		
23-THU	7:50	12:00	1:00	5:00		
24-FRI	7:50	12:00	1:00	2:00	HALF DAY ONLY	
25-SAT						Off
26-SUN						Off
27-MON	7:55	12:00	1:00	5:00		
28-TUE	7:55	12:00	1:00	5:00		
29-WED	ON LEAVE					
30-THU	HOLIDAY					
31-FRI	7:50	12:00				

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.

ERLY S. ESGUERRA

VERIFIED as to prescribed office hours

JESSAMINE C. ECLEO

Department Head  
Procurement Office