

Civil Service Form No. 49

DAILY TIME RECORD
HELEN GRACE F. ORACION
 (NAME)

For the month of **DECEMBER 2021**
 Official hours for arrival (Regular days: _____)
 And Departure (Saturdays: _____)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minute
1	7:51	12:03	12:51	5:01		
2	7:56	12:01	12:46	5:03		
3	7:45	12:15	12:53	5:01		
4	SATURDAY					
5	SUNDAY					
6	7:51	12:09	12:56	5:10		
7	7:49	12:02	12:42	5:02		
8	HOLIDAY					
9	7:51	12:06	12:51	5:01		
10	7:52	12:05	12:46	5:00		
11	SATURDAY					
12	SUNDAY					
13	7:49	12:07	12:52	5:01		
14	7:50	12:10	12:56	5:01		
15	7:55	12:12	(WORK SUSPENSION)			
16	WORK SUSPENSION					
17	WORK SUSPENSION					
18	SATURDAY					
19	SUNDAY					
20						
21						
22	CANTINITY LEAVE					
23						
24						
25	SATURDAY/HOLIDAY					
26	SUNDAY					
27						
28						
29			TEACHER'S LEAVE			
30	HOLIDAY					
31						
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
ELIZABETH S. QUEVEDO
 In-Charge

Civil Service Form No. 49

DAILY TIME RECORD
JAILENN JANNARAIN S. PURAY
 (NAME)

For the month of **DECEMBER 2021**
 Official hours for arrival (Regular days: _____)
 And Departure (Saturdays: _____)

D A Y	A. M.		P. M.		UNDER	
	Arrival	Departure	Arrival	Departure	Hours	M
1	8:00	12:01	1:00	5:03		
2	8:00	12:00	12:58	5:00		
3	7:52	12:00	12:50	5:01		
4	SATURDAY					
5	SUNDAY					
6	7:46	12:00	1:00	5:02		
7	8:00	12:05	12:54	5:00		
8	HOLIDAY					
9	7:51	12:00	12:50	5:01		
10	8:00	12:03	1:00	5:00		
11	SATURDAY					
12	SUNDAY					
13	7:47	12:01	1:00	5:05		
14	8:00	12:00	12:57	5:02		
15	8:00	12:02	WORK SUSPENSION			
16	WORK SUSPENSION					
17	WORK SUSPENSION					
18	SATURDAY					
19	SUNDAY					
20	7:54	12:00	1:00	5:04		
21	LEAVE					
22	8:00	12:05	1:00	5:03		
23	7:57	12:00	12:56	5:02		
24	7:37	12:10	1:00	5:00		
25	SATURDAY/HOLIDAY					
26	SUNDAY					
27	TEACHER'S LEAVE					
28	TEACHER'S LEAVE					
29	TEACHER'S LEAVE					
30	HOLIDAY					
31	TEACHER'S LEAVE					
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
In-Charge