


DAILY TIME RECORD  
NAPIERE, WILMA V.  
(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	7:59	12:18	12:20	5:00		8hrs
2-THU	8:00	12:15	12:17	5:00		8hrs
3-FRI	8:06	12:33	12:35	5:00	6mins	7hrs 54mins
4-SAT						Off
5-SUN						Off
6-MON	8:03	12:44	12:46	5:02	3mins	7hrs 57mins
7-TUE	8:02	12:21	12:22	5:08	2mins	7hrs 58mins
8-WED		HOLIDAY				Absent
9-THU	8:00	12:49	12:50	5:00	4hrs	4hrs
10-FRI	7:30	12:42	12:44	5:00		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:08	12:37	12:38	5:03	8mins	7hrs 52mins
14-TUE	8:02	12:26	12:27	5:00	2mins	7hrs 58mins
15-WED	7:55	12:59			4hrs	4hrs half day work suspension
16-THU	7	work suspension				Absent
17-FRI						Absent
18-SAT						Off
19-SUN						Off
20-MON		VL				Absent
21-TUE	7:54	12:35	12:45	5:00		Absent
22-WED	7:55	12:30	12:45	5:00		Absent
23-THU	8:00	12:15	12:35	5:00		Absent
24-FRI		VL - half day holiday				Absent
25-SAT						Off
26-SUN						Off
27-MON	7:56	12:15	12:30	5:00		Absent
28-TUE	7:57	12:28	12:29	5:00	4hrs	4hrs
29-WED	8:06	12:47	12:48	5:04	6mins	7hrs 54mins
30-THU		HOLIDAY				Absent
31-FRI		VL				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.

  
WILMA V. NAPIERE

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO  
Department Head  
Accounting Office