

**DAILY TIME RECORD****ROBELYN T. PIAMONTE**

(NAME)

For the month of DECEMBER, 2021Official hours for arrival (Regular daysAnd departure (Saturdays

D A Y	A M		P M		UNDERTIME	
	Arrival	Depr.	Arrival	Depr.	Hrs.	Mins.
1	8:00	12:00	1:00	5:00		
2	8:00	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	Saturday					
5	Sunday					
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	Holiday					
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	Saturday					
12	Sunday					
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	8:00	12:00	1:00	5:00		
17	8:00	12:00	1:00	5:00		
18	Saturday					
19	Sunday					
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	Calamity Leave	Holiday				
25	Saturday					
26	Sunday					
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	8:00	12:00	1:00	5:00		
30	Holiday					
31	Calamity Leave	Holiday				
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

**ROSA OPHELIA D. VELARDE***In-Charge*