

DAILY TIME RECORDName: Gina A. DelimaFor the month of Feb. 1-28, 2022

Official hour for (Regular days) _____

Arrival: _____ Departure (Saturdays) _____

| Day | A.M. | | P.M. | | Undertime | |
|-----|--------------------------|-------|-------|-------|-----------|------|
| | Arr | Dep | Arr | Dep | Hrs | Mins |
| 1 | Holiday-Chinese New Year | | | | | |
| 2 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 3 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 4 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 5 | Saturday | | | | | |
| 6 | Sunday | | | | | |
| 7 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 8 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 9 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 10 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 11 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 12 | Saturday | | | | | |
| 13 | Sunday | | | | | |
| 14 | } WFH | | | | | |
| 15 | | | | | | |
| 16 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 17 | WFH | | | | | |
| 18 | Travel | | | | | |
| 19 | Saturday | | | | | |
| 20 | Sunday | | | | | |
| 21 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 22 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 23 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 24 | On-leave | | | | | |
| 25 | Holiday | | | | | |
| 26 | Saturday | | | | | |
| 27 | Sunday | | | | | |
| 28 | 8:00 | 12:00 | 13:00 | 17:00 | | |
| 29 | | | | | | |
| 30 | | | | | | |
| 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.

Gadebi

VERIFIED as to the prescribed office hours

LILIAN B. NUÑEZ
In-Charge