

**DAILY TIME RECORD****CAINTIC, LENITA L.**

(NAME)

For the month of

**November 1 - 30, 2021**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	HOLIDAY					Absent
2-TUE	7:31	12:01	12:02	5:00		8hrs
3-WED	7:45	12:06	12:07	5:00	8hrs	
4-THU	7:01	12:02	12:03	5:02		8hrs
5-FRI	7:19	12:02	12:05	5:00		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:20	12:04	12:05	5:03		Absent
9-TUE	7:23	12:06	12:07	5:02	4hrs	4hrs
10-WED	7:08	12:07	12:08	5:05		8hrs
11-THU	6:59	12:00	12:06	5:21		8hrs
12-FRI	7:51	12:01	12:03	5:00		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:09	12:00	12:01	5:00		8hrs
16-TUE	7:29	12:07	12:08	5:02		8hrs
17-WED	7:18	12:01	12:03	5:00		8hrs
18-THU	7:07	12:04	12:05	5:01		8hrs
19-FRI	7:06	12:03	12:08	5:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON	LEAVE					Absent
23-TUE	7:17	12:05	12:06	5:00	8hrs	
24-WED	7:11	12:04	12:04	5:03	4hrs	4hrs
25-THU	7:19	12:00	12:01	5:00		8hrs
26-FRI	7:13	12:05	12:06	5:00		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:09	12:02	12:04	5:03		8hrs
30-TUE	HOLIDAY					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.

*L. Caintic*  
**LENITA L. CAINTIC**

VERIFIED as to prescribed office hours

*J. Larrosa*  
**JOSEFINA M. LARROSA**

Department Head  
Office of the President