

DAILY TIME RECORD

Name: Elena I. Monteroso
For the month of Oct. 1-31, 2021
Official hours for (P)

For the month of Oct. 1-31, 2021
 Official hour for (Regular days) _____
 Arrival: _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1						
2	Saturday					
3	Sunday					
4	8:15	12:00	12:50	5:00		
5	7:50	12:00	12:55	5:00		
6	7:50	12:00	12:55	5:00		
7	8:00	12:00	12:55	5:00		
8	7:50	12:00	1:00	5:00		
9	Saturday					
10	Sunday					
11	7:50	12:00	1:00	5:00		
12	WFH					
13						
14	7:50	12:00	12:50	5:00		
15	7:50	12:00	12:50	5:00		
16	Saturday					
17	Sunday					
18	WFH					
19						
20	Holiday					
21	WFH					
22						
23	Saturday					
24	Sunday					
25	8:25	12:00	12:50	5:00		
26	WFH					
27	8:25	12:00	12:50	5:00		
28	WFH					
29	8:00	12:00	12:50	5:00		
30	Saturday					
31	Sunday					
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

LILIAN B. NUÑEZ
In-Charge