

PR-01

Civil Service Form No. 49

C #31

DAILY TIME RECORD

Maria Zaida A. Flores
(NAME)

For the month of November 1-30, 2021

Official hours for arrival (Regular days)

And departure (Saturdays)

D A Y	A M		P M		UNDERTIME	
	Arrival	Deptr.	Arrival	Deptr.	Hrs.	Mins.
1			Holiday			
2			on leave			
3	7:55	12:25	12:55	5:10		
4	8:15	12:20	12:45	5:10		
5	8:35	12:25	12:50	5:10		
6			Saturday			
7			Sunday			
8			Holiday			
9	8:35	12:25	12:45	5:15		
10	8:10	12:30	12:50	5:15		
11	8:45	12:20	12:50	5:20		
12	8:45	12:30	12:50	5:15		
13			Saturday			
14			Sunday			
15	8:40	12:30	12:30	5:15		
16	8:45	12:25	12:40	5:10		
17	8:55	12:25	12:45	5:15		
18	8:35	12:25	12:45	5:10		
19	8:35	12:25	12:50	5:15		
20			Saturday			
21			Sunday			
22	8:45		on sick leave			
23						
24	8:50	12:25	12:50	5:10		
25	8:55	12:25	12:50	5:10		
26	8:50	12:25	12:50	5:15		
27			Saturday			
28			Sunday			
29	8:35	12:25	12:50	5:15		
30			Holiday			
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.

Maria Zaida A. Flores

VERIFIED as to the prescribed office hours

[Signature]
In-Charge