DAILY TIME RECORD

Name: **Melodina P. Edullantes**
For the month of <u>Dec. 1-31,2021</u>
Official hour for (Regular days) _____
Arrival: _____ Departure (Saturdays) _____

Day	A.M. Arr	Dep	P.M. Arr	Dep	Undertime Hrs	Mins
1	Leave (SL)					
2	7:55	12:00	1:00	5:00		
3	OB					
4	Saturday					
5	Sunday					
6	7:40	12:00	1:00	5:00		
7	Leave (SL)					
8	Holiday					
9	OB					
10	OB					
11	Saturday					
12	Sunday					
13	Leave (SL)					
14	OB					
15	OP Memo 132					
16	OP Memo 132					
17	OP Memo 133					
18	Saturday					
19	Sunday					
20	OB					
21	OB		1:00	5:00		
22	8:10	12:00	1:00	5:00		
23	9:30	12:00	1:00	5:00		
24	Leave (SE)					
25	Saturday					
26	Sunday					
27	Leave (SE)					
28	Leave (SE)					
29	Leave (SE)					
30	Holiday					
31	Leave (SE)					
			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