

DAILY TIME RECORD**Cherry N. Rola**

Name

For the month of **November, 2021**Official hours for arrival
and departure

Regular days _____

Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Depart- ure	Arrival	Depart- ure	Hrs.	Min.
1	Holiday					
2	ON LEAVE					
3	8:30	12:00	1:00	5:30		
4	8:10	12:00	1:00	5:15		
5	8:30	12:00	1:00	5:50		
6	Weekend					
7						
8	8:30	12:00	1:00	5:30		
9	8:30	12:00	1:00	5:30		
10	8:30	12:00	1:00	5:30		
11	8:30	12:00	1:00	5:30		
12	8:30	12:00	1:00	5:30		
13	Weekend					
14						
15	8:30	12:00	1:00	5:30		
16	8:30	12:00	1:00	5:30		
17	8:30	12:00	1:00	5:30		
18	ON LEAVE					
19						
20	Weekend					
21						
22	8:30	12:00	1:00	5:30		
23	8:30	12:00	1:00	5:30		
24	8:30	12:00	1:00	5:30		
25	8:30	12:00	1:00	5:30		
26	8:30	12:00	1:00	5:30		
27	Weekend					
28						
29	8:30	12:00	1:00	5:30		
30	Holiday					
31						
TOTAL						

I CERTIFY on my honor that the above is a true and correct reports of the hours of works performed, record of which was made daily at the time of arrival and departure from office.



Verified to the prescribed office
hours

JETT C. QUEBEC

In-Charge