

Civil Service Form No. 48

Name: Mark Joshua S. Quevedo

For the month of December 1-31, 2021

Official hours of arrival and departure:

(Regular Days) 8-12, 1-5 (Saturdays) _____

D A Y	A. M.		P. M.		UNDER-TIME	
	Arrival	Departure	Arrival	Departure	Hrs. Mins	
1	8:00	12:00	1:00	5:20		
2	8:00	12:00	1:00	5:04		
3	8:00	12:00	1:00	5:09		
4	SAT					
5	SUN					
6	8:00	12:00	1:00	5:10		
7	8:00	12:00	1:00	5:09		
8	Holiday					
9	8:00	12:00	1:00	5:12		
10	8:00	12:00	1:00	5:12		
11	SAT					
12	SUN					
13	8:00	12:00	1:00	5:14		
14	8:00	12:00	1:00	5:13		
15	8:00	12:00	Suspended			
16	Typhoon Odette					
17	Typhoon Odette					
18	SAT					
19	SUN					
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	Leave					
23	Leave					
24	Leave					
25	SAT					
26	SUN					
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	8:00	12:00	1:00	5:00		
30	Holiday					
31	Leave					
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 of the time of arrival and departure from office.

MARK JOSHUA S. QUEVEDO
Education Program Specialist II

Verified as to the prescribed office hours.

Anabella B. Tulin
ANABELLA B. TULIN
Dean, Graduate School

Civil Service Form No. 48

DAILY TIME RECORD

VERONICO B. ALMEIDA

Name

For the month of DECEMBER 1-31 2021

Official hours of arrival Regular days: _____
and departure Saturdays: _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Mins
1	6:20	11:00	12:48	5:22		
2	6:24	11:00	12:47	5:08		
3	6:28	11:00	12:57	5:13		
4	SAT.					
5	SUN.					
6	6:21	11:05	12:50	5:14		
7	6:23	11:02	12:50	5:20		
8	HOLIDAY					
9	6:27	11:02	12:50	5:20		
10	6:28	11:00	12:51	5:16		
11	SAT.					
12	SUN.					
13	6:20	11:00	12:52	5:23		
14	6:27	11:00	12:49	5:05		
15	6:23	11:00	12:55	5:05		
16	TYPHOON ODETTE					
17	TYPHOON ODETTE					
18	SAT.					
19	SUN.					
20	FORCED LEAVE					
21	FORCED LEAVE					
22	FORCED LEAVE					
23	FORCED LEAVE					
24	FORCED LEAVE					
25	SAT.					
26	SUN.					
27	SLP					
28	SLP					
29	SLP					
30	HOLIDAY					
31	6:29	11:05	N.Y			

TOTAL days

I CERTIFY on my honor that the above is true and correct report of hours of work performed. Record of which was made daily at the time of arrival and departure from office.

VERIFIED as to prescribed office hours.

Anabella B. Tulin
ANABELLA B. TULIN