

Civil Service Form No. 49

DAILY TIME RECORD
Helen Grace F. Oracion

(NAME)

For the month of February 2022
 Official hours for arrival (Regular days: _____)
 And Departure (Saturdays: _____)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	HOLIDAY					
2	8:00	12:05	12:49	5:01		
3	7:51	12:10	12:56	5:00		
4	7:55	12:03	12:49	5:05		
5	Saturday					
6	Sunday					
7						
8						
9	WORK FROM HOME					
10						
11						
12	Saturday					
13	Sunday					
14						
15						
16	WORK FROM HOME					
17						
18						
19	Saturday					
20	Sunday					
21	7:59	12:17	12:52	5:02		
22	7:29	12:00	12:49	5:02		
23	7:48	12:19	12:47	5:01		
24	7:49	12:34	12:49	5:02		
25	HOLIDAY					
26	Saturday					
27	Sunday					
28	7:50	12:13	12:55	5:01		
29						
30						
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.

VERIFIED as to the prescribed office hours


ELIZABETH S. QUEVEDO

In-Charge

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