

DAILY TIME RECORD

Name: Gina A. Delima
 For the month of January 1-31, 2022
 Official hour for (Regular days) _____
 Arrival: _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	Saturday					
2	Sunday					
3						
4	On-leave (Calamity leave)					
5						
6						
7						
8	Saturday					
9	Sunday					
10	8:00	12:00	13:00	17:00		
11	8:00	12:00	13:00	17:00		
12	8:00	12:00	13:00	17:00		
13	8:00	12:00	13:00	17:00		
14	8:00	12:00	13:00	17:00		
15	Saturday					
16	Sunday					
17	8:00	12:00	13:00	17:00		
18	8:00	12:00	13:00	17:00		
19	8:00	12:00	13:00	17:00		
20	On-leave					
21	On-leave					
22	Saturday					
23	Sunday					
24	WFH					
25	8:00	12:00	13:00	17:00		
26	8:00	12:00	13:00	17:00		
27	8:00	12:00	13:00	17:00		
28	8:00	12:00	13:00	17:00		
29	Saturday					
30	Sunday					
31	8:00	12:00	13:00	17:00		
			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.

Gadelin

VERIFIED as to the prescribed office hours

LILIAN B. NUÑEZ
 In-Charge