

DAILY TIME RECORD

Name: BABYLYN C. LAMBERT
 For the month of Dec. 1-31, 2021
 Official hour for (Regular days) _____
 Arrival: _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	7:10	12:10	1:00	5:10		
2	8:00	12:05	1:00	5:30		
3	8:00	12:00	1:00	5:00		
4			Saturday			
5			Sunday			
6	8:00	12:00	1:00	6:00		
7	8:10	12:00	1:00	6:00		
8			Holiday			
9	8:00	12:00	1:00	5:00		
10	7:00	12:00	1:00	5:00		
11			Saturday			
12			Sunday			
13	8:00	12:00	1:00	5:00		
14	8:00	12:10	1:00	5:20		
15	8:00	12:05	1:00	5:00		
16		Work suspension due to typhoon				
17		Work suspension due to typhoon				
18			Saturday			
19			Sunday			
20	8:00	12:05	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:10		
23	8:00	12:10	1:00	5:00		
24	8:00	12:00				
25			Saturday			
26			Sunday			
27	mandatory				} see attachment application for leave	
28	FORCED					
29	LEAVE					
30			Holiday			
31	FORCED 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 at the time of arrival and departure from office.

BABYLYN C. LAMBERT

VERIFIED as to the prescribed office hours

MARIA HAZEL I. BELLEZAS
 In-Charge