

DAILY TIME RECORD
SEDROME, ISABELITA V.
(NAME)

For the month of
December 1 - 31, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|--------------------|------------------|-----------------|-----------------|------|--------|
| | IN | OUT | IN | OUT | | |
| 1-WED | 7:58 | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | 8hrs | |
| 2-THU | L | E | A | VE | | Absent |
| 3-FRI | 7:56 | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | 8hrs | |
| 4-SAT | | Saturday | | | | Off |
| 5-SUN | | Sunday | | | | Off |
| 6-MON | 7:48 | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | 8hrs | |
| 7-TUE | 7:52 | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | 8hrs | |
| 8-WED | | Holiday | | | | Absent |
| 9-THU | 7:56 | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | 8hrs | |
| 10-FRI | 7:48 | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | 8hrs | |
| 11-SAT | | Saturday | | | | Off |
| 12-SUN | | Sunday | | | | Off |
| 13-MON | 7:49 | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | 8hrs | |
| 14-TUE | L | E | A | VE | | Absent |
| 15-WED | 7:50 | 12 ⁰⁰ | work suspended | | 8hrs | |
| 16-THU | work suspended due | | | | | Absent |
| 17-FRI | to Jefferson Delfe | | | | | Absent |
| 18-SAT | | Saturday | | | | Off |
| 19-SUN | | Sunday | | | | Off |
| 20-MON | 7 ⁵⁰ | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | | Absent |
| 21-TUE | 7 ⁵³ | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | | Absent |
| 22-WED | 7 ⁵⁵ | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | | Absent |
| 23-THU | 7 ⁵⁵ | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | | Absent |
| 24-FRI | calamity leave | | | | | Absent |
| 25-SAT | | Saturday | | | | Off |
| 26-SUN | | Sunday | | | | Off |
| 27-MON | 7 ⁵⁵ | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | | Absent |
| 28-TUE | 7 ⁵⁰ | 12 ⁰⁰ | 1 ⁰⁰ | 5 ⁰⁰ | | Absent |
| 29-WED | calamity leave | | | | | Absent |
| 30-THU | | Rizal Day | | | | Absent |
| 31-FRI | calamity leave | | | | | Absent |

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

ISABELITA V. SEDROME

VERIFIED as to prescribed office hours

MARIA ROBERTA S. MIRAFLOR

Department Head
Office of the Head of Records and Archives