


DAILY TIME RECORD **LORETO, MANOLO B. JR.** (NAME)

For the month of
 January 1 - 31, 2022

Official hours for arrival and departure
 8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	OB to So. Leyte					
4-TUE	8:30	12:10	1:00	5:20		
5-WED	8:10	12:00	1:00	5:15		
6-THU	8:15	12:10	1:05	5:00		
7-FRI	8:16	12:00	12:50	5:50		
8-SAT						Off
9-SUN						Off
10-MON	7:55	12:30	1:15	5:05		
11-TUE	8:00	12:00	1:15	5:00		
12-WED	8:20	11:05	1:00	5:00	GSD	
13-THU	7:55	12:02	1:05	5:10		
14-FRI	OB to So. Leyte					
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:00	1:00	5:00		
18-TUE	7:55	12:08	1:00	5:08		
19-WED	8:05	12:10	1:10	5:20		
20-THU	8:15	12:00	1:03	5:05		
21-FRI	8:07	12:05	1:30	5:08		
22-SAT						Off
23-SUN						Off
24-MON	Work from Home					
25-TUE	Work from Home					
26-WED	8:00	12:00	12:40	5:25		
27-THU	8:00	12:05	12:55	5:15		
28-FRI	7:50	12:05	1:00	5:00		
29-SAT						Off
30-SUN						Off
31-MON	8:00	12:08	12:55	5:15		

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.


MANOLO B. LORETO JR.

VERIFIED as to prescribed office hours

ALELI A. VILLOCINO
 Vice-President, SAS