

DAILY TIME RECORD

Name: Christopher Jr R. Galgo
 For the month of Feb. 1-28, 2022
 Official hour for (Regular days) _____
 Arrival: _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	Holiday- Chinese New Year					
2	8:00	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	Saturday					
6	Sunday					
7	8:00	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	Saturday					
13	Sunday					
14	WPH					
15	WPH					
16	WPH					
17	WPH					
18	WPH					
19	Saturday					
20	Sunday					
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	Holiday					
26	Saturday					
27	Sunday					
28	8:00	12:00	1:00	5:00		
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

LILIAN B. NUÑEZ
In-Charge

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