

DAILY TIME RECORD

Fiona Mia Y. Dugan
(NAME)

For the month of January 1-31, 2022

Official hours for arrival _____ (Regular days _____)

And departure _____ (Saturdays _____)

D A Y	A M		P M		UNDERTIME	
	Arrival	Depr.	Arrival	Depr.	Hrs.	Mins.
1	S					
2	S					
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	S					
9	S					
10						
11						
12	Calamity leave					
13						
14						
15	S					
16	S					
17	8:00	12:00	1:00	5:00		
18						
19	WFH					
20						
21	8:00	12:00	1:00	5:00		
22	S					
23	S					
24	8:00	12:00	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26	8:00	12:00	1:00	5:00		
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	S					
30	S					
31	8:00	12:00	1:00	5:00		
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.

Fiona Mia Y. Dugan

VERIFIED as to the prescribed office hours

[Signature]
In-Charge