

DAILY TIME RECORD

JOVELYN G. JACOB

(NAME)

For the month of APRIL 1-30 2021

Official hours for arrival

(Regular days

And departure

(Saturdays

D A Y	A M		P M		UNDERTIME	
	Arrival	Depr.	Arrival	Depr.	Hrs.	Mins.
1	7:20	12:05	12:25	5:15		
2	SS	SS	SS	SS		
3	SS	SS	SS	SS		
4	7:25	12:10	12:20	5:05		
5	7:20	12:05	12:15	5:10		
6	7:20	12:03	12:30	5:10		
7	7:20	12:01	12:20	5:10		
8	7:20	12:00	12:20	5:10		
9	SS	SS	SS	SS		
10	SS	SS	SS	SS		
11	} NO WORK					
12						
13						
14	} HOLIDAY HOLIDAY					
15						
16	SS	SS	SS	SS		
17	SS	SS	SS	SS		
18	7:24	12:02	12:50	5:02		
19	7:30	12:01	12:35	5:25		
20	7:37	12:07	12:42	5:01		
21	7:34	12:01	12:25	5:06		
22	7:31	12:00	12:30	5:04		
23	SS	SS	SS	SS		
24	SS	SS	SS	SS		
25	7:37	12:23	12:42	5:04		
26	7:40	12:12	12:37	5:01		
27	} CALAMITY LEAVE					
28						
29	SS	SS	SS	SS		
30	SS	SS	SS	SS		
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.

JOVELYN JACOB

VERIFIED as to the prescribed office hours

ROBEYN T. DIAMONTE

In-Charge

DW
T/4/22