

DAILY TIME RECORD**SACRO, CELSO F.**

(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	7:46	12:01	12:54	5:08		8hrs
2-THU	7:48	12:01	12:54	5:02		8hrs
3-FRI	7:59	12:01	12:52	5:14		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:52	12:00	12:53	5:09		8hrs
7-TUE	7:49	12:02	12:52	5:00	4hrs	4hrs
8-WED						Absent
9-THU	7:48	12:16	12:58	5:04		8hrs
10-FRI	7:57	12:00	12:56	5:02		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:53	12:00	12:54	5:07		8hrs
14-TUE	7:42	12:00	12:53	5:15		8hrs
15-WED	7:43	12:06	WORK SUSPENDED		4hrs	4hrs
16-THU	WORK SUSPENDED					Absent
17-FRI	WORK SUSPENDED					Absent
18-SAT						Off
19-SUN						Off
20-MON	7:54	12:00	1:00	5:00		Absent
21-TUE	8:00	12:00	1:00	5:00		Absent
22-WED	7:56	12:00	1:00	5:00		Absent
23-THU	7:45	12:00	1:00	5:00		Absent
24-FRI	7:55	12:00	1:00	5:00		Absent
25-SAT						Off
26-SUN						Off
27-MON	7:42	12:00	1:00	5:00		Absent
28-TUE	7:52	12:00	1:00	5:00		Absent
29-WED	7:50	12:00	1:00	5:00		Absent
30-THU		HOLIDAY				Absent
31-FRI	8:00	12:00	WORK SUSPENDED			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.


CELSO F. SACRO

VERIFIED as to prescribed office hours

QUEEN-EVER Y. ATUPAN

Department Head
 Office of the Cashier