

DAILY TIME RECORD**VERGARA, RAFAEL B. JR.**

(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	7:56	12:00	1:00	5:00		
2-THU	8:02	12:08	1:00	5:00		
3-FRI	7:51	12:00	1:00	5:00		
4-SAT						Off
5-SUN						Off
6-MON	7:52	12:00	1:00	5:00		
7-TUE	8:00	12:00	12:54	5:05		
8-WED	8:52	12:00	1:00	5:00		
9-THU	7:54	12:00	1:00	5:00		
10-FRI	7:55	12:21	1:00	5:00		
11-SAT						Off
12-SUN						Off
13-MON	7:59	12:51	1:00	5:00		
14-TUE	7:59	12:00	1:05	5:00		
15-WED	8:02	12:00	1:05	5:00	Suspension	
16-THU	Suspension of Work due to Typhoon Odette					
17-FRI						
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:00	1:00	5:00		
21-TUE	8:00	12:00	1:00	5:00		
22-WED	8:00	12:00	1:00	5:00		
23-THU	8:00	12:00	1:00	5:00		
24-FRI	8:00	12:00	Half Day			
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:00	1:00	5:00		
28-TUE	8:00	12:00	1:00	5:00		
29-WED		Force Leave				
30-THU		Holiday				
31-FRI	8:00	12:00	Half Day			

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.



RAFAEL B. VERGARA JR.

VERIFIED as to prescribed office hours



MA. RACHEL KIM L. AURE
 Director, Instruction and Evaluation