

**DAILY TIME RECORD**

Marlon D. Bengalan  
(NAME)

For the month of Feb-1-28, 2022

Official hours for arrival (Regular days \_\_\_\_\_)

And departure (Saturdays \_\_\_\_\_)

D A Y	A M		P M		UNDERTIME	
	Arrival	Deptr.	Arrival	Deptr.	Hrs.	Mins.
1						
2						
3						
4						
5						
6	S		S			
7	6:45	11:00	1:00	5:15		
8	6:45	11:00	1:00	5:10		
9	6:40	11:00	1:00	5:15		
10	6:50	11:00	1:00	5:10		
11	6:45	11:00	1:00	5:15		
12						
13	S		S			
14						
15						
16						
17						
18						
19	S		S			
20						
21	6:45	11:00	1:00	5:15		
22	6:50	11:00	1:00	5:10		
23	6:50	11:00	1:00	5:15		
24	6:45	11:00	1:00	5:10		
25	Holiday					
26	S		S			
27						
28	6:45	11:00	1:00	5:15		
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.

Rfr

VERIFIED as to the prescribed office hours

[Signature]  
In-Charge