

DAILY TIME RECORDFlora Mia Y. Duatin

(NAME)

For the month of December 1-31, 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	8:00	12:00	1:00	5:00		
2	8:00	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	S					
5	S					
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	Holiday					
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	S					
12	S					
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	8:00	12:00	1:00	5:00		
17	8:00	12:00	1:00	5:00		
18	S					
19	S					
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	S					
26	S					
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	8:00	12:00	1:00	5:00		
30	8:00	12:00	1:00	5:00		
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.

Flora Mia Y. Duatin

VERIFIED as to the prescribed office hours

[Signature]
In-Charge