

DAILY TIME RECORD**Maria Vanessa E. Gabunada**

Name

For the month of **December, 2021**Official hours for arrival
and departure

Regular days _____

Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Depart- ure	Arrival	Depart- ure	Hrs.	Min.
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	Weekend					
5						
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	Weekend					
12						
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	5:05		
16	Classes Suspended (Typhoon Odette)					
17						
18	Weekend					
19						
20	Sick Leave					
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:10		
23	8:00	12:00	1:00	5:00		
24	Sick Leave					
25	Weekend					
26						
27	Teacher's Leave					
28						
29						
30						
31						
TOTAL						

I CERTIFY on my honor that the above is a true and correct reports of the hours of works performed, record of which was made daily at the time of arrival and departure from office.

Verified to the prescribed office
hours

JETT C. QUEBEC
In-Charge

DAILY TIME RECORD**Maria Vanessa E. Gabunada**

Name

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and departure

Regular days _____

Saturdays _____

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TOTAL						

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