

Civil Service Form No. 45

DAILY TIME RECORD

Ma. Theresa P. Loreto

(Name)

For the Month of November 2021

Official hours for arrival: Regular Day \_\_\_\_\_  
and departure Saturdays

Day	A.M.		P.M.		Undertime	
	Arrival	Depart	Arrival	Depart	Hour	Min
1.			HOLIDAY			
2.	8:00	12:00	1:00	5:25		
3.	8:00	12:00	1:00	5:30		
4.	8:00	12:00	1:00	5:30		
5.	8:00	12:00	1:00	5:25		
6.			SATURDAY			
7.			SUNDAY			
8.	8:30	12:00	1:00	5:30	ACCUP	
9.	8:00	12:00	1:00	5:25		
10.	8:00	12:00	1:00	5:30		
11.	8:00	12:00	1:00	5:40		
12.	8:00	12:00	1:00	5:30		
13.			SATURDAY			
14.			SUNDAY			
15.	8:00	12:00	1:00	5:40		
16.	8:00	12:00	1:00	5:20		
17.	8:00	12:00	1:00	5:45		
18.	8:00	12:00	1:00	5:30		
19.	8:00	12:00	1:00	5:35		
20.			SATURDAY			
21.			SUNDAY			
22.	8:00	12:00	1:00	5:35		
23.	8:00	12:00	1:00	5:20		
24.	8:00	12:00	1:00	5:40		
25.	8:00	12:00	1:00	5:25		
26.	8:00	12:00	1:00	5:20		
27.			SATURDAY			
28.			SUNDAY			
29.	8:00	12:00	1:00	6:00		
30.			HOLIDAY			
31.						

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

MA. THERESA P. LORETO

Verified to the prescribed office hours.

BEATRIZ S. BELONIAS  
VP for Academic Affairs