

DAILY TIME RECORD

ALBA, ARTURO 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	5:00	11:00	1:00	5:10	8hrs	
2-THU	5:00	11:00	1:01	5:00	8hrs	
3-FRI	4:59	11:00	1:00	5:13	8hrs	
4-SAT						Off
5-SUN						Off
6-MON	5:02	11:00	1:00	5:00	8hrs	
7-TUE	5:05	11:00	1:00	5:18	8hrs	
8-WED	- Holiday -					Absent
9-THU	5:03	10:34	1:00	5:00	5hrs 26mins	2hrs 34mins
10-FRI	4:58	11:00	1:00	5:12	8hrs	
11-SAT						Off
12-SUN						Off
13-MON	5:00	11:00	1:00	5:00		Absent
14-TUE	5:01	10:30	12:44	5:00	5hrs 20mins	2hrs 30mins
15-WED	5:01	11:19	1:00	5:00	4hrs 41 mins	3hrs 19mins
16-THU	Work Suspension					Absent
17-FRI	Ave to Typhoon Odette					Absent
18-SAT						Off
19-SUN						Off
20-MON	5:00	11:00	1:00	5:00		Absent
21-TUE	5:00	11:00	1:00	5:00		Absent
22-WED	Force leave					Absent
23-THU	5:00	11:00	1:00	5:00		Absent
24-FRI	Force leave					Absent
25-SAT						Off
26-SUN						Off
27-MON	4:51	11:00	1:00	5:00	8hrs	
28-TUE	5:00	11:00	1:00	5:00		Absent
29-WED	Force leave				8hrs	
30-THU	Holiday					Absent
31-FRI	Force leave				8hrs	

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.

ARTURO B. ALBA JR.

VERIFIED as to prescribed office hours

CHARIS B. LIMBO

IHK - Director