

# **DAILY TIME RECORD**

Name: **Melodina P. Edullantes**  
 For the month of **January 1-31, 2022**  
 Official hour for (Regular days) \_\_\_\_\_  
 Arrival: \_\_\_\_\_ Departure (Saturdays) \_\_\_\_\_

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	<b>Saturday</b>					
2	<b>Sunday</b>					
3	on-leave					
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6	on-leave					
7	on-leave					
8	<b>Saturday</b>					
9	<b>Sunday</b>					
10	8:10	12:00	1:00	5:00		
11	7:50	12:00	1:00	5:00		
12	on-leave					
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	<b>Saturday</b>					
16	<b>Sunday</b>					
17	on-leave					
18	on-leave					
19	8:00	12:00	1:00	5:00		
20	7:50	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	<b>Saturday</b>					
23	<b>Sunday</b>					
24	WFH					
25	WFH					
26	WFH					
27	WFH					
28	WFH					
29	<b>Saturday</b>					
30	<b>Sunday</b>					
31	7:55	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.

Melodina P. Edullantes

VERIFIED as to the prescribed office hours

LILIAN B. NUÑEZ  
In-Charge