

## DAILY TIME RECORD

Name: KAREN LUZ P. YAP

For the month of *December 2021*

Official hour for (Regular days) \_\_\_\_\_

Arrival ----- Departure (Saturdays) -----

Day	AM		PM		UNDERTIME	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	CDO					
2	CDO					
3	CDO					
4	Saturday					
5	Sunday					
6	CDO					
7	Forced Leave					
8	Forced Leave					
9	Forced Leave					
10	Forced Leave					
11	Saturday					
12	Sunday					
13	Forced Leave					
14	SLP					
15	SLP					
16	Sick Leave					
17	Sick Leave					
18	Saturday					
19	Sunday					
20	Sick Leave					
21	Sick Leave					
22	Sick Leave					
23	Sick Leave					
24	Sick Leave					
25	Saturday					
26	Sunday					
27	Sick Leave					
28	Sick Leave					
29	Sick Leave					
30	Holiday					
31	Sick Leave					

TOTALS -----

*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.*



VERIFIED as to the prescribed office hours.

**VICTOR B. ASIO**  
Dean, CAFS