

DAILY TIME RECORDName: Melodina P. EdullantesFor the month of Feb. 1-28, 2022

Official hour for (Regular days) _____

Arrival: _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	Holiday-Chinese New Year					
2	On leave					
3	8:10	12:10	1:10	5:10		
4	8:10	12:10	1:10	5:10		
5	Saturday					
6	Sunday					
7	WFH					
8	WFH					
9	WFH					
10	WFH					
11	WFH					
12	Saturday					
13	Sunday					
14	On leave					
15	8:10	12:10	1:10	5:10		
16	7:50	12:10	1:10	5:10		
17	8:10	12:10	1:10	5:10		
18	On leave					
19	Saturday					
20	Sunday					
21	8:10	12:10	1:10	5:10		
22	8:10	12:10	1:10	5:10		
23	7:45	12:10	1:10	5:10		
24	7:30	12:10	1:10	5:10		
25	Holiday					
26	Saturday					
27	Sunday					
28	On leave					
29						
30						
31						
			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