

DAILY TIME RECORD

Name: CARLITO O. SUGANOB
 For the month of April 1-30, 2022
 Official hour for (Regular days)
 Arrival: Departure (Saturdays)

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	7:30	12:03	12:58	5:01		
2			Saturday			
3			Sunday			
4	7:50	12:04	12:58	5:03		
5	7:50	12:01	12:55	5:04		
6	8:00	12:00	12:55	5:20		
7	7:55	12:01	1:00	5:03		
8	on leave					
9			Saturday			
10			Sunday			
11	7:05	12:00	12:58	5:03		
12	7:35	12:02	12:50	5:04		
13	7:40	12:06	12:59	5:02		
14			Holdy Thursday			
15			Holy Friday			
16			Saturday			
17			Sunday			
18	7:58	12:01	12:59	5:04		
19	7:52	12:00	12:58	5:03		
20	7:55	12:04	12:59	5:10		
21	7:52	12:01	12:58	5:04		
22	7:45	12:03	12:59	5:03		
23			Saturday			
24			Sunday			
25	7:55	12:00	1:00	5:04		
26	7:59	12:01	12:59	5:02		
27	7:59	12:04	12:58	5:05		
28	7:45	12:01	1:00	5:10		
29	7:50	12:00	12:59	5:04		
30			Saturday			
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.

CARLITO O. SUGANOB

VERIFIED as to the prescribed office hours

MARIA HAZEL I. BELLEZAS

In-Charge

Civil Service Form 48

DAILY TIME RECORD

SUGANOB, CARLITO O.

(NAME)

For the month of May 1 - 31, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:44	12:01	12:43	5:00		8hrs
3-TUE						Holiday
4-WED	7:44	12:01	12:51	5:18		8hrs
5-THU	8:01	12:06	1:01	5:05	2mins	7hrs 58mins
6-FRI	7:52	12:01	12:57	5:14		8hrs
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE	7:43	12:01	12:59	6:39		8hrs
11-WED	7:39	12:07	1:00	5:00		8hrs
12-THU	7:59	12:29	1:01	5:15	1min	7hrs 59mins
13-FRI	7:58	11:59	1:08	5:03	9mins	7hrs 51mins
14-SAT						Off
15-SUN						Off
16-MON	7:13	12:07	12:49	5:39		8hrs
17-TUE	8:00	12:00	12:53	5:45		8hrs
18-WED	8:00	12:01	12:56	5:03		8hrs
19-THU	7:39	12:00	1:03	5:03	3mins	7hrs 57mins
20-FRI	7:47	12:01	12:58	5:36		8hrs
21-SAT						Off
22-SUN						Off
23-MON	8:00	12:01	12:57	8:41		8hrs
24-TUE	7:45	12:54	12:56	5:05		8hrs
25-WED	8:01	12:12	12:57	5:20	1min	7hrs 59mins
26-THU	7:56	12:01	1:00	5:00		8hrs
27-FRI						FL
28-SAT						Off
29-SUN						Off
30-MON	7:38	12:04	12:50	5:28		8hrs
31-TUE	7:27	12:03	12:55	5:03		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.

CARLITO O. SUGANOB

VERIFIED as to prescribed office hours

MARIA HAZEL I. BELLEZAS

Department Head
 Department of Economics