

Civil Service Form No. 49

**DAILY TIME RECORD****VINCE G. LAO**For the month of **DECEMBER 2021**

Official hours for arrival (Regular days: \_\_\_\_\_)

And Departure (Saturdays: \_\_\_\_\_)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	8:00	12:00	1:00	5:00		
2	8:00	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	SATURDAY					
5	SUNDAY					
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	HOLIDAY					
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	SATURDAY					
12	SUNDAY					
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	WORK SUSPENSION					
17	WORK SUSPENSION					
18	SATURDAY					
19	SUNDAY					
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	SATURDAY					
26	SUNDAY					
27	LEAVE					
28	LEAVE					
29	LEAVE					
30	HOLIDAY					
31	LEAVE					

**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.

VERIFIED as to the prescribed office hours

**ANGELITA L. PARADERO**

In-Charge

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**TOTAL**

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In-Charge