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. M. P.M. UNDERTIME A Y 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

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WORK SUSPENSION

WORK SUSPENSION

SATURDAY

SUNDAY

SATURDAY

SUNDAY

LEAVE

LEAVE

LEAVE

HOLIDAY

LEAVE

5:00

5:00

5:00

5:00

5:00

5:00

5:00

5:00

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

Civil Service Form No. 49

DAILY TIME RECORD

VINCE G. LAO

For the month of

DECEMBER 2021

Official hours for arrival And Departure (Regular days: _____

(Saturdays:

| D | A. M. | | P. M. | | UNDERTIME | |
|----|-----------------|-----------|-------|-----------|-----------|---------|
| A | | | | | | |
| Y | Arrival | Departure | - | 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 | | | | | |

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.

TOTAL

VERIFIED as to the presqribed office hours

ANGELITA L. PARADERO In-Charge