

DAILY TIME RECORDName: Saloma B. GisulgaFor the month of January 1-31, 2022

Official hour for (Regular days) _____

Arrival: _____ Departure (Saturdays) _____

| Day | A.M. | | P.M. | | Undertime | |
|-----|----------------|-------|-------|------|-----------|------|
| | Arr | Dep | Arr | Dep | Hrs | Mins |
| 1 | Saturday | | | | | |
| 2 | Sunday | | | | | |
| 3 | On leave | | | | | |
| 4 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 5 | 7:40 | 12:00 | 1:00 | 5:00 | | |
| 6 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 7 | 7:50 | 12:00 | 1:00 | 5:00 | | |
| 8 | Saturday | | | | | |
| 9 | Sunday | | | | | |
| 10 | 7:45 | 12:00 | 1:00 | 5:00 | | |
| 11 | 7:45 | 12:00 | 1:00 | 5:00 | | |
| 12 | 7:45 | 12:00 | 1:00 | 5:00 | | |
| 13 | 7:45 | 12:00 | 1:00 | 5:00 | | |
| 14 | 7:55 | 12:00 | 1:00 | 5:00 | | |
| 15 | Saturday | | | | | |
| 16 | Sunday | | | | | |
| 17 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 18 | 7:45 | 12:00 | 1:00 | 5:00 | | |
| 19 | 7:45 | 12:00 | 1:00 | 5:00 | | |
| 20 | 7:45 | 12:00 | 1:00 | 5:00 | | |
| 21 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 22 | Saturday | | | | | |
| 23 | Sunday | | | | | |
| 24 | Work from home | | | | | |
| 25 | | | | | | |
| 26 | | | | | | |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | Saturday | | | | | |
| 30 | Sunday | | | | | |
| 31 | 7:50 | 12:00 | 1:00 | 5:00 | | |
| | | | 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.

SALOMA B. GISULGA

VERIFIED as to the prescribed office hours

LILIAN B. NUÑEZ
In-Charge