

Civil Service Form No. 49

DAILY TIME RECORD
MERVIN JUNE B. GASATAN
 (NAME)

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	12:09	12:58	5:09		
2	8:00	12:12	12:51	5:10		
3	8:00	12:03	12:54	5:11		
4	SATURDAY					
5	SUNDAY					
6	8:00	12:15	12:55	5:11		
7	8:00	12:06	12:56	5:00		
8	HOLIDAY					
9	8:00	12:12	12:58	5:12		
10	8:00	12:15	12:47	5:08		
11	SATURDAY					
12	SUNDAY					
13	8:00	12:03	12:54	5:15		
14	8:00	12:12	12:48	5:02		
15	8:00	12:11	SUSPENSION			
16	SUSPENSION					
17	SUSPENSION					
18	SATURDAY					
19	SUNDAY					
20	8:00	12:03	12:47	5:10		
21	8:00	12:00	12:46	5:02		
22	8:00	12:00	12:53	5:04		
23	8:00	12:13	12:58	5:09		
24	8:00	12:05	SUSPENSION			
25	SATURDAY/HOLIDAY					
26	SUNDAY					
27	8:00	12:01	12:58	5:11		
28	8:00	12:14	12:55	5:15		
29	8:00	12:15	12:56	5:09		
30	HOLIDAY					
31	8:00	12:10	SUSPENSION			

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


 In-Charge