

DAILY TIME RECORD

MARIO LILIO P. VALENZONA

NAME

For the month of

November 1-30, 2021

Official hours Arrival

Regular Days

and Departure

Saturdays

D A Y	A.M.		P.M.		Under Time	
	Arriva l	Depar- ture	Arriva l	Depar- ture	Hrs.	Min.
1	Holiday					
2	7:59	12:00	12:52	5:00		
3	7:59	12:00	12:52	5:00		
4	8:00	12:00	12:55	5:00		
5	7:55	12:00	12:55	5:00		
6	Saturday					
7	Sunday					
8	8:00	12:00	12:55	5:00		
9	7:55	12:00	12:55	5:00		
10	8:00	12:00	12:55	5:00		
11	8:00	12:00	12:55	5:00		
12	7:55	12:00	12:55	5:00		
13	Saturday					
14	Sunday					
15	8:00	12:00	12:55	5:00		
16	7:55	12:00	12:55	5:00		
17	8:00	12:00	12:55	5:00		
18	7:55	12:00	12:55	5:00		
19	7:52	12:00	12:51	5:00		
20	Saturday					
21	Sunday					
22	8:00	12:00	12:55	5:00		
23	8:00	12:00	12:55	5:00		
24	7:55	12:00	12:55	5:00		
25	8:00	12:00	12:55	5:00		
26	LEAVE					
27	Saturday					
28	Sunday					
29	7:52	12:00	12:51	5:00		
30	Holiday					
Total:						

I CERTIFY on my hour that the above is a true and correct report of the hours of work performed record of which was made daily at the arrival and departure from office.

CERTIFIED as to the prescribed office hours

In-Charge