

DAILY TIME RECORD**GUARTE, JACQUELINE M.**
(NAME)For the month of
November 1 – 30, 2021Official hours for arrival and departure
8:00AM – 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1		Holiday				
2	7:52	12:34	12:56	5:10		
3	7:45	12:22	12:46	5:45		
4	7:05	12:09	12:35	5:05		
5	8:00	12:30	1:01	5:35		
6		SATURDAY				
7		SUNDAY				
8		Work Suspended				
9	7:51	12:41	1:08	5:10		
10	7:52	12:08	12:26	5:30		
11	6:56	12:06	12:37	5:45		
12	7:34	12:04	12:31	5:35		
13		SATURDAY				
14		SUNDAY				
15	8:20	12:02	12:31	5:52		
16	7:48	12:15	12:45	5:48		
17	7:56	12:05	12:40	5:55		
18	7:15	12:35	1:00	5:26		
19	7:52	12:20	12:45	5:37		
20		SATURDAY				
21		SUNDAY				
22	8:13	12:24	12:51	6:10		
23	7:58	12:15	12:49	5:47		
24	7:59	12:31	12:54	6:00		
25	7:24	12:05	12:34	5:20		
26	7:52	12:15	12:45	5:55		
27		SATURDAY				
28		SUNDAY				
29	7:56	12:10	12:41	5:46		
30		Holiday				

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



JACQUELINE M. GUARTE

VERIFIED as to prescribed office hours

MAY ANN E. PALEN
OIC - Head, DepStat
 Immediate Supervisor