

DAILY TIME RECORDName: **Saloma B. Gisulga**For the month of **Nov. 1-30, 2021**

Official hour for (Regular days) _____

Arrival: _____ Departure (Saturdays) _____

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

VERIFIED as to the prescribed office hours

Lilian B. Nuñez
LILIAN B. NUÑEZ
 In-Charge