

DAILY TIME RECORD

Mina Zaida A. Flores

(NAME)

For the month of February 1-28, 2022

Official hours for arrival

(Regular days)

(Saturdays)

And departure

D	A	Y	A M		Dept.	P M		Dept.	Hrs.	Mins.
			Arrival	Departure		Arrival	Departure			
1										
2										
3										
4										
5										
6										
7			8:00	12:00		5:20	1:00			
8			8:00	12:30		5:20	12:50			
9			8:30	12:15		5:15	12:40			
10			8:40	12:10		5:15	12:50			
11			8:00	12:10		5:10	12:40			
12										
13										
14										
15										
16										
17										
18										
19										
20										
21			8:35	12:30		5:15	12:30			
22			8:40	12:25		5:20	12:00			
23			8:50	12:25		5:15	12:55			
24			8:25	12:25		5:20	1:00			
25										
26										
27										
28			8:25	12:15		5:15	12:54			
29										
30										
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.

VERIFIED as to the prescribed office hours

In Charge

ROBERTA T. RAMANATHAN