

DAILY TIME RECORDName: Saloma B. GisulgaFor the month of Dec. 1-31, 2021

Official hour for (Regular days) \_\_\_\_\_

Arrival: \_\_\_\_\_ Departure (Saturdays) \_\_\_\_\_

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	7:40	12:00	1:00	5:00		
2	7:40	12:00	1:00	5:00		
3		OB				
4	Saturday					
5	Sunday					
6	7:40	12:00	1:00	5:00		
7	7:40	12:00	1:00	5:00		
8	Holiday					
9	7:40	12:00	1:00	5:00		
10		OB				
11	Saturday					
12	Sunday					
13	7:40	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15			OP Memo 132			
16	OP Memo 132					
17	OP Memo 133					
18	Saturday					
19	Sunday					
20		OB				
21	7:40	12:00	1:00	5:00		
22	7:40	12:00	1:00	5:00		
23	7:40	12:00	1:00	5:00		
24	8:00	12:00	Holiday			
25	Saturday					
26	Sunday					
27	} on leave					
28						
29						
30	Holiday					
31	7:45	12:00	Holiday			
			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

VERIFIED as to the prescribed office hours

LILIAN B. NUÑEZ

In-Charge