

Civil Service Form No. 49

DAILY TIME RECORD**PETER BEN LAURICE H. URDANETA**

(NAME)

For the month of January 1-31, 2022

Official hours for arrival (Regular days: _____)

And Departure 8:00AM-5:00PM(Saturdays: _____)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	SATURDAY					
2	SUNDAY					
3	CALAMITY LEAVE					
4	CALAMITY LEAVE					
5	CALAMITY LEAVE					
6	7:57	12:00	1:00	5:00		
7	7:33	12:00	1:00	5:00		
8	SATURDAY					
9	SUNDAY					
10	7:35	12:00	1:00	5:00		
11	8:20	12:00	1:00	5:00		
12	7:20	12:00	1:00	5:00		
13	8:00	12:00	1:00	5:00		
14	7:46	12:00	1:00	5:00		
15	SATURDAY					
16	SUNDAY					
17	CALAMITY LEAVE					
18	7:34	12:00	1:00	5:00		
19	7:36	12:00	1:00	5:00		
20	7:45					
21	LEAVE					
22	SATURDAY					
23	SUNDAY					
24	WORK FROM HOME					
25	WORK FROM HOME					
26	WORK FROM HOME					
27	7:46	12:00	1:00	5:00		
28	7:43	12:00	1:00	5:00		
29	SATURDAY					
30	SUNDAY					
31	7:50	12:00	1:00	5:00		

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.

PETER BEN LAURICE H. URDANETA

VERIFIED as to the prescribed office hours

QUEEN-EVER Y. ATUPAN

In-Charge