

(NAME)  
For the month of  
November 1 - 30, 2021  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON		Holiday				Absent
2-TUE	7:48	12:00	12:42	5:14	4hrs	4hrs
3-WED	7:57	12:01	1:00	5:16	8hrs	
4-THU	7:55	12:18	12:20	5:01	4hrs	4hrs
5-FRI	7:48	12:45	12:46	5:06	4hrs	4hrs
6-SAT						Off
7-SUN						Off
8-MON		Holiday				Absent
9-TUE	7:45	12:43	12:50	5:20	4hrs	4hrs
10-WED	7:50	12:56	1:00	5:21	4hrs	4hrs
11-THU	7:49	12:50	1:00	5:25	8hrs	
12-FRI	8:00	12:31	12:33	5:19		8hrs
13-SAT						Off
14-SUN						Off
15-MON	8:01	12:00	12:58	5:27	4hrs	4hrs
16-TUE	7:56	12:00	12:31	5:02	4hrs	4hrs
17-WED	7:51	12:00	12:44	5:02	8hrs	
18-THU	7:57	12:00	12:27	5:02	4hrs	4hrs
19-FRI	7:51	12:00	12:56	5:10	8hrs	
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:10	12:42	5:15	8hrs	
23-TUE		travel to Tolosa, Alang 2x				Absent
24-WED		CDD				Absent
25-THU	7:58	12:11	12:40	5:10	8hrs	
26-FRI	7:52	12:10	12:51	5:01	8hrs	
27-SAT						Off
28-SUN						Off
29-MON	7:59	12:12	12:52	5:00	8hrs	
30-TUE		Holiday				Absent

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.

LOUELLA C. AMPAC  
LOUELLA C. AMPAC

VERIFIED as to prescribed office hours

DANIEL LESLIE S. TAN  
Vice President  
Office of the Vice President for Admin. & Finance