

DAILY TIME RECORD

Name: Maria Hazel I. Bellezas
 For the month of December 1-31, 2021
 Official hour for (Regular days) _____
 Arrival: _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	<i>on Leave (CDO)</i>					
2	8:30	12:00	1:00	5:45		
3	8:25	12:00	1:00	5:30		
4	SATURDAY					
5	SUNDAY					
6	8:20	12:00	1:00	5:52		
7	8:30	12:00	1:00	6:25		
8	<i>Holiday</i>					
9	8:20	12:00	1:00	5:20		
10	8:20	12:00	1:00	5:55		
11	SATURDAY					
12	SUNDAY					
13	8:20	12:00	1:00	5:40		
14	8:15	12:00	1:00	6:00		
15	8:20	12:00	1:00	6:00		
16	<i>Typhoon "Odette"</i>					
17						
18	SATURDAY					
19	SUNDAY					
20	8:15	12:00	1:00	5:30		
21	8:30	12:00	1:00	5:30		
22	8:20	12:00	1:00	5:00		
23	8:30	12:00	1:00	5:10		
24	8:15	12:00	<i>[Holiday]</i>			
25	SATURDAY					
26	SUNDAY					
27	8:50	12:00	1:00	5:40		
28	8:30	12:00	1:00	5:15		
29	8:30	12:00	1:00	5:57		
30	<i>Holiday</i>					
31	8:25	12:00	<i>[Holiday]</i>			
			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.


MARIA HAZEL I. BELLEZAS

VERIFIED as to the prescribed office hours


MOISES NEIL V. SERINO
In-Charge