

# DAILY TIME RECORD

Name: CARLITO O. SUGANOB  
 For the month of Nov. 1-30, 2021  
 Official hour for (Regular days) \_\_\_\_\_  
 Arrival: \_\_\_\_\_ Departure (Saturdays) \_\_\_\_\_

Name: CARLITO O. SUGANOB  
 For the month of Dec. 1-31, 2021  
 Official hour for (Regular days) \_\_\_\_\_  
 Arrival: \_\_\_\_\_ Departure (Saturdays) \_\_\_\_\_

	A.M.		P.M.		Undertime	
Day	Arr	Dep	Arr	Dep	Hrs	Mins
1			Holiday			
2	7:30	12:01	12:58	5:03		
3	8:00	12:00	1:00	5:04		
4	7:45	12:00	1:00	5:06		
5	7:50	12:10	12:59	5:07		
6			Saturday			
7			Sunday			
8			Holiday			
9	7:50	12:01	12:58	5:03		
10	7:48	12:00	12:57	5:04		
11	7:58	12:00	1:00	5:08		
12	7:48	12:00	12:55	5:06		
13			Saturday			
14			Sunday			
15	7:00	12:00	1:00	5:02		
16	7:35	12:00	1:00	5:04		
17	7:59	12:01	1:00	5:03		
18	7:55	12:00	12:58	5:04		
19	7:55	12:00	12:59	5:04		
20			Saturday			
21			Sunday			
22	7:58	12:01	1:00	5:04		
23	7:59	12:00	1:00	5:05		
24	7:45	12:03	1:58	5:04		
25	7:39	12:00	12:35	5:04		
26	8:00	12:00	1:00	5:00		
27			Saturday			
28			Sunday			
29	8:00	12:00	1:00	5:00		
30			Holiday			
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.

CARLITO O. SUGANOB

VERIFIED as to the prescribed office hours

MARIA HAZEL I. BELLEZAS  
 In-Charge

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	7:30	12:00	1:00	5:04		
2	8:00	12:00	12:58	5:06		
3	7:50	12:01	12:50	5:07		
4			Saturday			
5			Sunday			
6	8:00	12:00	1:00	5:04		
7	7:50	12:00	1:00	5:03		
8			Holiday			
9	8:00	12:01	12:58	5:05		
10	7:58	12:01	12:59	5:04		
11			Saturday			
12			Sunday			
13	7:50	12:01	12:59	5:03		
14	7:39	12:00	12:58	5:04		
15	7:59	12:01	12:59	5:03		
16			Work suspension due to typhoon			
17			Work suspension due to typhoon			
18			Saturday			
19			Sunday			
20	8:00	12:01	1:00	5:04		
21	8:00	12:00	1:00	5:04		
22	7:58	12:00	12:59	5:03		
23	7:59	12:00	12:50	5:04		
24	7:50	12:01	-	-		
25			Saturday			
26			Sunday			
27	7:58	12:00	1:00	5:04		
28	8:00	12:01	1:00	5:02		
29	7:50	12:00	1:00	5:02		
30			Holiday			
31	8:00	12:01	-	-		
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.

CARLITO O. SUGANOB

VERIFIED as to the prescribed office hours

MARIA HAZEL I. BELLEZAS  
 In-Charge