

DAILY TIME RECORD**ACILO, VIRGILIO C.**

(NAME)

For the month of
December 1 - 31, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:03	12:21	12:23	5:00	4hrs 3mins	3hrs 57mins
2-THU	7:53	12:05	12:08	5:00	4hrs	4hrs
3-FRI	8:20	12:48	12:52	5:00	4hrs 20mins	3hrs 40mins
4-SAT						Off
5-SUN						Off
6-MON	8:12	12:00	12:48	5:00	4hrs 12mins	3hrs 48mins
7-TUE	ABSENT		12:19	5:00	8hrs	
8-WED	HOLIDAY-IMMACULADA					Absent
9-THU	8:12	12:31	12:33	5:00	4hrs 12mins	3hrs 48mins
10-FRI	LEAVE-SLP					Absent
11-SAT						Off
12-SUN						Off
13-MON	7:58	12:45	12:54	5:00	4hrs	4hrs
14-TUE	ABSENT		12:36	5:00	8hrs	
15-WED	7:57	12:00	1:00	5:00	4hrs	4hrs
16-THU	7:58	12:00	HALF DAY (TYPHOON)			Absent
17-FRI	TYPHOON - O DETE					Absent
18-SAT						Off
19-SUN						Off
20-MON	7:58	12:00	12:48	5:00		Absent
21-TUE	ABSENT		12:58	5:00		Absent
22-WED	8:01	12:00	12:56	5:00		Absent
23-THU	8:00	12:00	12:57	5:00		Absent
24-FRI	8:36	12:00	HALF DAY HOLIDAY			Absent
25-SAT	SATURDAY-CHRISTMAS DAY					Off
26-SUN	SUNDAY					Off
27-MON	8:35	12:00	1:03	5:00		Absent
28-TUE	ABSENT		12:55	5:00		Absent
29-WED	8:04	12:00	1:00	5:00		Absent
30-THU	HOLIDAY-JOSE RIZAL DAY					Absent
31-FRI	NEW YEARS EVE					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.


VIRGILIO C. ACILO


VERIFIED as to prescribed office hours


MARIA ROBERTA S. MIRAFIOR

Department Head
 Office of the Head of Records and Archives

Stamp of Date of Receipt

AVE

(First)	(Middle)
VIRGILIO	CAJERIC
III 5. SALARY P	
N	
S OF LEAVE	
Vacation/Special Privilege Leave:	
the Philippines	
(Specify)	
Sick Leave:	
Capital (Specify Illness)	
Patient (Specify Illness)	
Special Leave Benefits for Women:	
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Study Leave:	
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Leave	
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 VIRGILIO C. ACILO (Signature of Applicant)	
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al	
roval due to	
 MARIA ROBERTA S. MIRAFIOR (Authorized Officer)	
ED DUE TO:	