

## DAILY TIME RECORD

Marciana B. Galambao

(Name)

For the Month of November 2021

Official hours for arrival: Regular Day \_\_\_\_\_

and departure Saturdays

Day	A.M.		P.M.		Undertime	
	Arrival	Depar	Arrival	Depar	Hour	Min
1.	Holiday					
2.	7:30	12:00	1:00	5:00		
3.	8:30	12:00	1:00	6:00		
4.	8:00	12:00	1:00	5:00		
5.	8:00	12:00	1:00	6:00		
6.	Saturday	12:00	1:00	5:00		
7.	Sunday	12:00	1:00	5:00		
8.	8:00	12:00	1:00	5:00		
9.	7:00	12:00	1:00	5:00		
10.	8:00	12:00	1:00	5:00		
11.	8:00	12:00	1:00	5:00		
12.	7:35	12:00	1:00	5:00		
13.	Saturday	12:00	1:00	5:00		
14.	Sunday	12:00	1:00	5:00		
15.	7:45	12:00	1:00	5:00		
16.	6:50	12:00	1:00	5:00		
17.	7:45	12:00	WFH			
18.	8:00	12:00	1:00	5:00		
19.	7:40	12:00	1:00	5:00		
20.	Saturday					
21.	Sunday					
22.	8:20	12:00	1:00	5:00		
23.	7:00	12:00	1:00	5:00		
24.	8:00	12:00	1:00	5:00		
25.	7:50	12:00	1:00	5:00		
26.	7:30	12:00	1:00	5:00		
27.	Saturday					
28.	Sunday					
29.	7:00	11:50	2:00	5:30		
30.	Holiday					
31.	XXX					

I certify on my honor that the above is a true correct reports of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

MARCIANA B. GALAMBAO

Verified to the prescribed office hours.

KYZA MAE M. RAMONEDA

OIC-Head, Dept. of Biotechnology

DEPARTMENT OF  
BIOTECHNOLOGY

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## MENT REPORT

30-2021

covered)

Ma B. Galambao was approved on a "work  
ed and that I accomplished and delivered the

Completed and itted	Equivalent Points	
	1 pt	
	1 pt	
	1 pt	
	1 pt	
DELIVERED	4 pts	

WFH (No. of days x 8 hrs) = 4 pts  
 ed/delivered = 4 pts  
 ( 0 )

proved:

THERESA P. LORETO

an, College of Arts and Sciences