

DAILY TIME RECORD

Name: RUFINA F. CAPUNO
 For the month of Dec. 1-31, 2021
 Official hour for (Regular days) _____
 Arrival: _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	8:00	12:00	12:48	5:00		
2	8:00	12:00	12:52	5:00		
3	8:00	12:00	12:55	5:00		
4			Saturday			
5			Sunday			
6	8:00	12:00	1:00	5:00		
7	8:30	12:00	12:40	5:00		
8			Holiday			
9	7:55	12:00	12:58	5:00		
10	8:05	12:00	12:48	5:00		
11			Saturday			
12			Sunday			
13	8:25	12:00	12:50	5:00		
14	8:10	12:00	12:48	5:00		
15	8:45	12:00	12:42	5:00		
16		Work suspension due to typhoon			Odette	
17		Work suspension due to typhoon			Odette	
18			Saturday			
19			Sunday			
20	8:16	12:00	12:49	5:00		
21	8:10	12:00	12:55	5:00		
22	8:25	12:00	12:40	5:00		
23	8:10	12:00	12:53	5:00		
24	8:00	12:00	half day off			
25			Saturday			
26			Sunday			
27	8:30	12:00	12:54	5:00		
28	8:30	12:00	12:52	5:00		
29	8:30	12:00				
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.

RUFINA F. CAPUNO

VERIFIED as to the prescribed office hours

MARIA HAZEL I. BELLEZAS

In-Charge