

DAILY TIME RECORD**CALUNANGAN, FE 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	7:47	12:03	12:05	5:09		8hrs
2-THU	7:49	12:00	1:00	5:00	8hrs	
3-FRI	7:51	12:02	12:03	5:00	4hrs	4hrs
4-SAT						Off
5-SUN						Off
6-MON	7:51	12:41	12:42	5:00	4hrs	4hrs
7-TUE	7:51	12:02	- SLP -		4hrs	4hrs
8-WED						Absent
9-THU	7:54	12:12	12:14	5:00	4hrs	4hrs
10-FRI	7:52	12:02	12:05	5:02	8hrs	
11-SAT						Off
12-SUN						Off
13-MON	7:50	12:05	12:07	5:00	4hrs	4hrs
14-TUE	7:50	12:18	12:19	5:00	4hrs	4hrs
15-WED	7:49	12:15	Suspended		8hrs	
16-THU						Absent
17-FRI		Work Suspended				Absent
18-SAT						Off
19-SUN						Off
20-MON		Forced Leave				Absent
21-TUE	7:52	12:20	12:50	5:00		Absent
22-WED	7:45	12:05	12:50	5:01		Absent
23-THU		Forced Leave				Absent
24-FRI	Forced	Leave	- Holiday -			Absent
25-SAT						Off
26-SUN						Off
27-MON		Forced Leave				Absent
28-TUE	7:50	12:00	1:00	5:00		Absent
29-WED	7:55	12:00	1:00	5:00		Absent
30-THU		Rizal Day				Absent
31-FRI	Forced	Leave	- Holiday -			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.


FE C. CALUNANGAN

VERIFIED as to prescribed office hours


QUEEN-EVER Y. ATUPAN
 Department Head
 Office of the Cashier