

DAILY TIME RECORD

Kyza Mae M. Ramoneda

(Name)

For the Month of February 2022Official hours for arrival: Regular Day _____
and departure Saturdays _____

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

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.

KYZA MAE M. RAMONEDA

Verified to the prescribed office hours.

MA. THERESA P. LORETO

Dean, CAS