

DAILY TIME RECORD

Name: Elena I. Monteroso
 For the month of Nov. 1-30, 2021
 Official hour for (Regular days) _____
 Arrival: _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	Holiday					
2	LEAVE					
3	8:12	12:00	12:55	5:00		
4	LEAVE					
5	7:52	12:00	12:30	5:00		
6	Saturday					
7	Sunday					
8	HOLIDAY					
9	8:25	12:00	12:45	5:00		
10	LEAVE					
11	8:07	12:00	12:55	5:00		
12	8:15	12:00				
13	Saturday					
14	Sunday					
15	7:11	12:00	12:45	5:00		
16	8:07	12:00	12:40	5:00		
17	7:57	12:00	12:45	5:00		
18	8:06	12:00	12:45	5:00		
19	8:12	12:00	12:40	5:00		
20	Saturday					
21	Sunday					
22] WFH					
23						
24						
25						
26	8:30	12:00	1:00	5:00		
27	Saturday					
28	Sunday					
29						
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.

Elena I. Monteroso

VERIFIED as to the prescribed office hours

LILIAN B. NUÑEZ
In-Charge