

DAILY TIME RECORD

Marciana B. Galambao

(Name)

For the Month of December 2021

Official hours for arrival: Regular Day _____

and departure Saturdays _____

Day	A.M.		P.M.		Undertime	
	Arrival	Depart	Arrival	Depart	Hour	Min
1.	8:00	12:00	1:00	5:30		
2.	7:30	12:00	1:00	5:00		
3.	7:20	12:00	1:00	6:00		
4.	Saturday					
5.	Sunday					
6.	7:30	12:00	1:00	5:20		
7.	6:55	12:00	1:00	5:00		
8.	Holiday					
9.	8:00	12:00	1:00	5:00		
10.	WFH					
11.	Saturday					
12.	Sunday					
13.	WFH					
14.	7:00	12:00	1:00	5:00		
15.	7:45	12:00	Suspension of work			
16.	Suspension of work					
17.	Suspension of work					
18.	Saturday					
19.	Sunday					
20.	WFH					
21.	On-Leave					
22.	On-Leave					
23.	On-Leave					
24.	On-Leave					
25.	Saturday					
26.	Sunday					
27.	Teacher's Leave					
28.	Teacher's Leave					
29.	Teacher's Leave					
30.	Holiday					
31.	Teacher's Leave					

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

Visca, Baybay City, Leyte, PHILIPPINES

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MENT REPORT

13 & 20, 2021

(covered)

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

Completed and delivered	Equivalent Points	Remarks
1 pt	2 pts	Work from home
1 pt	1 pt	because
2 pts	1 pt	aircon was
1 pt	1 pt	installed in
1 pt	1 pt	the Faculty Room
	4 pts	
	2 pts	
	1 pt	
	1 pt	
	3 pts	
	4 pts	
	1 pt	
DELIVERED	24 pts	

(No. of days x 8 hrs) = 24 pts
 ed/delivered = 24 pts
 (0)

proved:

Theresa P. Loreto
 an, College of Arts and Sciences