

DAILY TIME RECORD
PAGALAN, LILIBETH VICTORIA, P.
 (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	7:50	12:00	1:00	7:50		
2-THU	8:00	12:00	1:00	8:25		
3-FRI	8:00	12:00	1:00	5:10		
4-SAT						OFF
5-SUN						OFF
6-MON	7:50	12:00	1:00	8:05		
7-TUE	7:45	12:00	1:00	8:05		
8-WED						Holiday
9-THU	7:55	12:00	1:00	7:35		
10-FRI	8:00	12:00	1:00	7:55		
11-SAT						OFF
12-SUN						OFF
13-MON	7:55	12:00	1:00	8:47		
14-TUE	7:45	12:00	1:00	8:45		
15-WED	8:00	12:20	Work Suspension			
16-THU	Work Suspension-Typhoon Odette					
17-FRI	Work Suspension-Typhoon Odette					
18-SAT						OFF
19-SUN						OFF
20-MON						Leave
21-TUE						Leave
22-WED						Leave
23-THU						Leave
24-FRI						Leave
25-SAT						OFF
26-SUN						OFF
27-MON						Leave
28-TUE						Leave
29-WED						Leave
30-THU						Holiday
31-FRI	8:00	12:45	Work Suspension			

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


LILIBETH VICTORIA V. PAGALAN

VERIFIED as to prescribed office hours


DHENBER C. LUSANTA
 Department Head
 Farm Resource Management Institute