

DAILY TIME RECORD**TAN, DANIEL LESLIE S.**

(NAME)

For the month of

Nov 1 - 30, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	7:24	12:05	12:50	5:21	8hrs	
3-WED	8:00	12:00	12:55	5:03	8hrs	
4-THU	8:00	12:02	12:54	5:22	8hrs	
5-FRI	7:55	12:03	12:53	5:08	8hrs	
6-SAT						Off
7-SUN						Off
8-MON						Holiday
9-TUE	7:56	12:00	12:50	5:29	8hrs	
10-WED	8:00	12:02	12:54	5:35	8hrs	
11-THU	8:00	12:05	12:55	5:30	8hrs	
12-FRI	7:57	12:05	12:55	5:27		
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:05	12:55	5:36	8hrs	
16-TUE	8:00	12:03	12:50	5:23	8hrs	
17-WED	7:56	12:06	12:54	5:35	8hrs	
18-THU	8:00	12:10	12:50	5:11	8hrs	
19-FRI	7:55	12:02	12:50	5:40	8hrs	
20-SAT						Off
21-SUN						Off
22-MON	7:56	12:00	12:55	5:24	8hrs	
23-TUE	8:00	12:16	12:58	5:14	8hrs	
24-WED	8:00	12:01	12:55	5:18	8hrs	
25-THU	8:00	12:15	12:57	5:17	8hrs	
26-FRI	7:57	12:16	12:58	5:08	8hrs	
27-SAT						Off
28-SUN						Off
29-MON	7:58	12:08	12:45	5:30	8hrs	
30-TUE						Holiday

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.



DANIEL LESLIE S. TAN

VERIFIED as to prescribed office hours

EDGARDO E. TULIN

President

Office of the President