

DAILY TIME RECORD

Name: Maria Hazel I. Bellezas

For the month of January 1-31, 2022

Official hour for (Regular days)

Arrival: _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	SATURDAY					
2	SUNDAY					
3	8:00	12:00	1:00	5:10		
4	8:30	12:00	1:00	6:00		
5	Special Emergency Leave					
6						
7						
8	SATURDAY					
9	SUNDAY					
10	8:25	12:00	1:00	5:55		
11	8:30	12:00	1:00	6:00		
12	8:30	12:00	1:00	5:40		
13	Special Emergency Leave					
14						
15	SATURDAY					
16	SUNDAY					
17	8:25	12:00	1:00	5:40		
18						
19						
20	Home quarantine					
21						
22	SATURDAY					
23	SUNDAY					
24						
25						
26						
27	Quarantine Facility					
28						
29	SATURDAY					
30	SUNDAY					
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.

MARIA HAZEL I. BELLEZAS

VERIFIED as to the prescribed office hours

MOISES NEIL V. SERIÑO

In-Charge