

**DAILY TIME RECORD**

BERTILFO M. CUMPA  
(NAME)

For the month of NOV. 1 - 30, 2021

Official hours for arrival (Regular days)

And departure (Saturdays)

| D<br>A<br>Y | A M     |        | P M     |        | UNDERTIME |       |
|-------------|---------|--------|---------|--------|-----------|-------|
|             | Arrival | Deptr. | Arrival | Deptr. | Hrs.      | Mins. |
| 1           | H.      |        |         |        |           |       |
| 2           | 8:01    | 12:01  | 1:01    | 5:01   |           |       |
| 3           | 8:01    | 12:01  | 1:01    | 5:01   |           |       |
| 4           | 7:45    | 12:01  | 1:01    | 5:01   |           |       |
| 5           | 7:45    | 12:01  | 1:01    | 5:01   |           |       |
| 6           | Cat.    |        |         |        |           |       |
| 7           | Sun.    |        |         |        |           |       |
| 8           | H.      |        |         |        |           |       |
| 9           | 8:00    | 12:01  | 1:01    | 5:01   |           |       |
| 10          | 7:42    | 12:01  | 1:01    | 5:01   |           |       |
| 11          | 7:43    | 12:01  | 1:01    | 5:01   |           |       |
| 12          | 8:01    | 12:01  | 1:01    | 5:01   |           |       |
| 13          | Cat.    |        |         |        |           |       |
| 14          | Sun.    |        |         |        |           |       |
| 15          | 8:05    | 12:01  | 1:01    | 5:01   |           |       |
| 16          | 8:06    | 12:01  | 1:01    | 5:01   |           |       |
| 17          | 8:01    | 12:01  | 1:01    | 5:01   |           |       |
| 18          | 8:04    | 12:01  | 1:01    | 5:01   |           |       |
| 19          | 8:05    | 12:01  | 1:01    | 5:01   |           |       |
| 20          | Cat.    |        |         |        |           |       |
| 21          | Sun.    |        |         |        |           |       |
| 22          | 8:05    | 12:01  | 1:01    | 5:01   |           |       |
| 23          | 8:00    | 12:01  | 1:01    | 5:01   |           |       |
| 24          | 8:02    | 12:01  | 1:01    | 5:01   |           |       |
| 25          | 8:00    | 12:01  | 1:01    | 5:01   |           |       |
| 26          | 8:05    | 12:01  | 1:01    | 5:01   |           |       |
| 27          | Cat.    |        |         |        |           |       |
| 28          | Sun.    |        |         |        |           |       |
| 29          | 8:00    | 12:01  | 1:01    | 5:01   |           |       |
| 30          | H.      |        |         |        |           |       |
| 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.

[Signature]

VERIFIED as to the prescribed office hours

[Signature]  
In-Charge