

DAILY TIME RECORD

Name: KARL JOHN A. GALVEZ
 For the month of Dec. 1-31, 2021
 Official hour for (Regular days) _____
 Arrival: _____ Departure (Saturdays) _____

	A.M.		P.M.		Undertime	
Day	Arr	Dep	Arr	Dep	Hrs	Mins
1	8:00	12:00	1:00	5:00		
2	8:30	12:00	1:00	5:00		
3	Home Quarantine					
4						
5			Saturday			
6			Sunday			
7	Home Quarantine					
8						
	Holiday					
9	8:30	12:00	1:00	5:00		
10	8:30	12:00	1:00	5:00		
11			Saturday			
12			Sunday			
13	7:59	12:00	1:00	5:00		
14	8:05	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	Suspended					
17						
18			Saturday			
19			Sunday			
20	8:00	12:00	1:00	5:00		
21	7:42	12:00	1:00	5:00		
22	7:55	12:00	1:00	5:00		
23	8:03	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25			Saturday			
26			Sunday			
27	Teacher's leave					
28						
29			Holiday			
30						
31	Teacher's leave					
			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.

KARL JOHN A. GALVEZ

VERIFIED as to the prescribed office hours

MARIA HAZEL I. BELLEZAS

In-Charge

DAILY TIME RECORD

Name: KARL JOHN A. GALVEZ
 For the month of Nov. 1-30, 2021
 Official hour for (Regular days) _____
 Arrival: _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1			Holiday			
2	8:00	12:00	1:00	5:00		
3	8:30	12:00	1:00	5:00		
4	8:30	12:00	1:00	5:00		
5	8:30	12:00	1:00	5:00		
6			Saturday			
7			Sunday			
8	8:30	12:00	1:00	5:00		
9	8:30	12:00	1:00	5:00		
10	Home Quarantine					
11			Home Quarantine			
12						
13			Saturday			
14			Sunday			
15	Home Quarantine					
16			Home Quarantine			
17	8:10	12:00	1:00	5:00		
18	8:30	12:00	1:00	5:00		
19	8:30	12:00	1:00	5:00		
20			Saturday			
21			Sunday			
22	7:57	12:00	1:00	5:00		
23	8:30	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	8:30	12:00	1:00	5:00		
26	8:20	12:00	1:00	5:00		
27			Saturday			
28			Sunday			
29	8:30	12:00	1:00	5:00		
30			Holiday			
31	8:00	12:00	1:00	5:00		
			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.

KARL JOHN A. GALVEZ

VERIFIED as to the prescribed office hours

MARIA HAZEL I. BELLEZAS

In-Charge