

DAILY TIME RECORD

Name: Maria Hazel I. Bellezas

For the month of November 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	Sick Leave					
3	8:28	12:00	1:00	5:58		
4	8:30	12:00	1:00	6:14		
5	8:15	12:00	1:00	5:30		
6	SATURDAY					
7	SUNDAY					
8	Holiday					
9	8:20	12:00	1:00	5:53		
10	8:20	12:00	1:00	5:41		
11	8:20	12:00	1:00	5:44		
12	8:20	12:00	1:00	5:50		
13	SATURDAY					
14	SUNDAY					
15	8:15	12:00	1:00	5:50		
16	8:15	12:00	1:00	5:45		
17	8:20	12:00	1:00	5:50		
18	8:20	12:00	1:00	5:20		
19	8:25	12:00	1:00	5:38		
20	SATURDAY					
21	SUNDAY					
22	8:20	12:00	1:00	5:35		
23	8:30	12:00	1:00	5:50		
24	8:20	12:00	1:00	5:55		
25	8:20	12:00	1:00	5:30		
26	8:25	12:00	1:00	5:40		
27	SATURDAY					
28	SUNDAY					
29	8:20	12:00	1:00	5:50		
30	Holiday					
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