

DAILY TIME RECORD

Name: Gina A. Delima
 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	13:00	17:00		
2	8:00	12:00	13:00	17:00		
3	8:00	12:00	13:00	17:00		
4	Saturday					
5	Sunday					
6	8:00	12:00	13:00	17:00		
7	8:00	12:00	13:00	17:00		
8	Holiday					
9	8:00	12:00	13:00	17:00		
10	8:00	12:00	13:00	17:00		
11	Saturday					
12	Sunday					
13	8:00	12:00	13:00	17:00		
14	8:00	12:00	13:00	17:00		
15	8:00-12:00		OP Memo 132			
16	OP Memo 132					
17	OP Memo 133					
18	Saturday					
19	Sunday					
20	8:00	12:00	13:00	17:00		
21	8:00	12:00	13:00	17:00		
22	8:00	12:00	13:00	17:00		
23	8:00	12:00	13:00	17:00		
24	LEAVE					
25	Saturday					
26	Sunday					
27	LEAVE		Graden			
28	8:00	12:00	13:00	17:00		
29	8:00	12:00	13:00	17:00		
30	Holiday					
31	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.

Gadelma

VERIFIED as to the prescribed office hours

LILIAN B. NUÑEZ
In-Charge

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11	Saturday					
12	Sunday					
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14	8:00	12:00	13:00	17:00		
15	8:00-12:00		OP Memo 132			
16	OP Memo 132					
17	OP Memo 133					
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19	Sunday					
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