

DAILY TIME RECORD

MANILA, LILIPOTH O.

(Name)

For the month of December, 2021

Official hours of arrival (Regular Days) _____
and departure (Saturdays) _____

Day	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	7:50	12:10	12:45	5:01		
2	8:00	12:15	12:50	5:00		
3	8:01	12:10	12:45	5:05		
4	SAT					
5	SUN					
6	7:45	12:00	12:50	5:10		
7	7:55	12:05	12:45	5:00		
8	HOLIDAY					
9	7:50	12:01	12:50	5:05		
10	8:00	12:00	12:45	5:00		
11	SAT					
12	SUN					
13	7:45	12:00	12:50	5:00		
14	8:00	12:05	12:45	5:05		
15	7:50	11:30	SUSPENSION OF WORK			
16	SUSPENSION OF WORK					
17						
18	SAT					
19	SUN					
20	8:00	12:00	1:00	4:45		
21	8:05	12:15	12:40	4:30		
22	Leave					
23	Leave					
24	Leave					
25	Sat					
26	SUN					
27	Leave					
28	Leave					
29	Leave					
30	Leave		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 at and departure from office.

Sra

Verified as to prescribe office hours

SUZETTE B. LINA

In-Charge