

DAILY TIME RECORD**ECLEO, JESSAMINE C.**

(NAME)

For the month of
November 1 - 30, 2021Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON		— Holiday —				Absent
2-TUE	8:03	12:00	1:00	4:05		Absent
3-WED	8:07	12:00	1:00	5:02		Absent
4-THU	8:00	12:00	1:00	4:14		Absent
5-FRI	7:56	12:00	1:00	4:15		Absent
6-SAT	9:45	12:00	1:00	4:25		Off
7-SUN	9:35	12:00	1:00	3:42		Off
8-MON	8:15	12:00	1:00	4:38		Absent
9-TUE	7:54	12:00	1:00	4:24		Absent
10-WED	7:56	12:00	1:00	4:04		Absent
11-THU	7:55	12:00	1:00	4:02		Absent
12-FRI	7:58	12:00	1:00	4:16		Absent
13-SAT	10:20	12:00	1:00	4:32		Off
14-SUN	8:46	12:00	1:00	5:14		Off
15-MON	7:59	12:00	1:00	8:22		Absent
16-TUE		— Leave (Sick) —				Absent
17-WED		— Leave (Sick) —				Absent
18-THU	7:56	12:00	1:00	5:20		Absent
19-FRI	7:56	12:00	1:00	6:15		Absent
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:00	1:00	8:56		Absent
23-TUE	7:57	12:00	1:00	7:45		Absent
24-WED	7:55	12:00	1:00	10:02		Absent
25-THU	8:00	12:00	1:00	9:15		Absent
26-FRI	7:54	12:00	1:00	9:12		Absent
27-SAT	9:20	12:00	1:00	4:28		Off
28-SUN						Off
29-MON		— Magna Carta Leave —				Absent
30-TUE		— Holiday —				Absent

I CERTIFY on my honor that the above is 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.



JESSAMINE C. ECLEO

VERIFIED as to prescribed office hours

RYSAN C. GUINOCORDepartment Head
Data Protection Office