

DAILY TIME RECORD

GUARTE, ROBERTO C.
(NAME)

For the month of
December 1 – 31, 2021

Official hours for arrival and departure
8:00AM – 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1	8:35	12:20	12:50	5:37		
2	7:36	12:00	12:00	5:46		
3	8:07	12:50	1:15	5:31		
4	Saturday					
5	Sunday					
6	On Leave					
7	8:30	12:15	12:55	5:29		
8	Holiday					
9	7:40	12:15	12:55	5:10		
10	8:59	12:50	1:10	5:31		
11	Saturday					
12	Sunday					
13	8:35	12:30	12:55	5:50		
14	8:23	12:30	12:55	5:50		
15	8:10	12:15	Work Suspension (OP MC No. 132)			
16	Work Suspension (OP MC No. 132)					
17	Work Suspension (OP MC No. 132)					
18	Saturday					
19	Sunday					
20	9:12	12:50	1:20	5:15		
21	7:55	12:00	1:00	5:35		
22	On Leave					
23	On Leave					
24	On Leave					
25	Saturday					
26	Sunday					
27	9:41	12:35	1:15	6:10		
28	9:20	12:15	1:15	4:34		
29	8:23	12:35	12:55	5:55		
30	Holiday					
31	On Leave					

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.


ROBERTO C. GUARTE

VERIFIED as to prescribed office hours

ELDON P. DE PADUA
Immediate Supervisor