

DAILY TIME RECORD

ESTRERA, AIDA L.

(NAME)

For the month of

December 1-31, 2021

Official hours for arrival and departure

8:00 AM -5:00 PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:31	12:00	1:00	5:00		
2-THU	7:35	12:00	1:00	5:00		
3- FRI	7:52	12:00	1:00	5:00		
4- SAT						Off
5- SUN						Off
6- MON	7:34	12:00	1:00	5:00		
7- TUE	7:28	12:00	1:00	5:00		
8- WED	HOLIDAY					
9- THU	7:35	12:00	1:00	5:00		
10-FRI	7:34	12:00	1:00	5:00		
11- SAT						Off
12- SUN						Off
13-MON	7:32	12:00	1:00	5:00		
14- TUE	7:50	12:00	1:00	5:00		
15- WED	7:30	12:00	Suspension			
16- THU	Suspension of Work due to Typhoon Odette					
17- FRI						
18- SAT						Off
19- SUN						Off
20-MON	7:55	12:00	1:00	5:00		
21- TUE	7:36	12:00	1:00	5:00		
22- WED	7:50	12:00	1:00	5:00		
23- THU	7:58	12:00	1:00	5:00		
24- FRI	7:54	12:00	Half Day			
25- SAT						Off
26- SUN						Off
27-MON	8:00	12:00	1:00	5:00		
28- TUE	8:00	12:00	1:00	5:00		
29- WED	8:00	12:00	1:00	5:00		
30- THU	HOLIDAY					
31-FRI	8:00	12:00	Half Day			

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.


AIDA L. ESTRERA

VERIFIED as to prescribed office hours


MA. RACHEL KIM L. AURE
Director for Instruction and Evaluation