

DAILY TIME RECORD
ESCALA, LEOPOLDO S. JR.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON			1:30	4:35		Holiday
2-TUE	7:59	12:00	1:00	7:35		
3-WED	8:00	12:00	1:00	7:20		
4-THU	7:52	12:00	1:00	8:26		
5-FRI	7:48	12:00	1:00	7:45		
6-SAT	9:20	12:00	1:00	4:35		Off
7-SUN						Off
8-MON	8:16	12:00	1:00	4:46		Holiday
9-TUE	8:00	12:00	1:00	8:20		
10-WED	8:00	12:00	1:00	8:30		
11-THU	7:58	12:00	1:00	8:45		
12-FRI	8:00	12:00	1:00	5:30		
13-SAT	9:16	12:00	1:00	4:20		Off
14-SUN						Off
15-MON	7:48	12:00	1:00	7:46		
16-TUE	7:50	12:00	1:00	7:25		
17-WED	7:55	12:00	1:00	7:35		
18-THU	7:58	12:00	1:00	7:48		
19-FRI	7:55	12:00	1:00	5:25		
20-SAT	10:35	12:00	1:00	4:50		Off
21-SUN						Off
22-MON	8:00	12:00	1:00	5:15		
23-TUE	8:00	12:00	1:00	5:00		
24-WED	7:52	12:00	1:00	7:55		
25-THU	7:25	12:00	1:00	5:05		
26-FRI	7:42	12:00	1:00	8:15		
27-SAT	9:05	12:00	1:00	4:16		Off
28-SUN						Off
29-MON	7:52	12:00	1:00	5:05		
30-TUE	9:45	12:00	1:00	3:50		Holiday

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.

LEOPOLDO S. ESCALA JR.

VERIFIED as to prescribed office hours

JESSAMINE C. ECLEO

Department Head
Procurement Office

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