

DAILY TIME RECORD

Maria Zaida A. Flate

(NAME)

For the month of December 1-31, 2024

Official hours for arrival

And departure

(Regular days

(Saturdays

D	A	Y	A M		P M		UNDERTIME	
			Arrival	Dept.	Arrival	Dept.	Hrs.	Mins.
1			8:35	12:35	12:50	5:00		
2			8:55	12:30	12:50	5:15		
3			9:40	12:35	12:45	5:10		
4								
5								
6			9:00	12:35	12:50	5:15		
7			8:45	12:35	12:50	5:15		
8								
9								
10								
11								
12								
13			8:50	12:30	12:50	5:30		
14			8:40	12:30	12:50	5:10		
15			8:15	12:30	1:00	5:00		
16								
17								
18								
19								
20			9:05	12:30	12:50	5:00		
21			8:25	12:35	12:50	5:00		
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
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 and departure from office.

VERIFIED as to the prescribed office hours

In-Charge