

## DAILY TIME RECORD

ELWIN JAY V. YU

(NAME)

For the month of **NOVEMBER 2021**  
 Official hours for arrival (Regular days: \_\_\_\_\_  
 And Departure (Saturday: \_\_\_\_\_

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1		HOLIDAY.				
2	8:00	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6		SATURDAY				
7		SUNDAY				
8		HOLIDAY.				
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		0.0.0.0.0
12	8:00	12:00	1:00	5:00		
13		SATURDAY				
14		SUNDAY				
15		LEAVE				
16	8:00	12:00	1:00	5:00		
17	8:00	12:00	1:00	5:00		
18		LEAVE				
19	8:00	12:00	1:00	5:00		
20		SATURDAY.				
21		SUNDAY				
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26	8:00	12:00	1:00	5:00		
27		SATURDAY				
28		SUNDAY				
29	8:00	12:00	1:00	5:00		
30		HOLIDAY.				
31	XXXXXX	XXXXXXXXXXXXXXX				
TOTAL		17 days				

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.

ELWIN JAY V. YU

VERIFIED as to the prescribed office hours

DANIEL LESLIE S. TAN

In-Charge