

Republic of the Philippines Department of Health ZAMBOANGA CITY MEDICAL CENTER DR. EVANGELISTA ST., STA. CATALINA, ZAMBOANGA CITY





Republic of the Philippines Department of Health ZAMBOANGA CITY MEDICAL CENTER DR. EVANGELISTA ST., STA. CATALINA, ZAMBOANGA CITY



DAILY TIME RECORD

MIA MARION S. ALVIA

NAME

January 1 to 31 2025 For the month of

Regular Days

Official hours for

Arrival and Departure : 8:00AM-12:00PM/1:00PM-5:00PM

A.M P.M **UNDERTIME** Arrival Departure Arrival Departure Hours **Minutes** Holiday 01 Wed 7:53 AM 12:06 PM 12:14 PM 5:09 PM Thu 03 Fri 7:40 AM 12:04 PM | 12:11 PM 5:09 PM 04 Sat Day-off Day-off 05 Sun Mon 7:48 AM 12:12 PM 12:18 PM 5:12 PM 06 07 Tue 7:50 AM 12:02 PM 12:09 PM 5:14 PM 7:51 AM 12:01 PM 12:14 PM 5:08 PM 80 Wed

7:52 AM 12:04 PM 12:18 PM 09 Thu 5:01 PM Fri 7:55 AM 12:01 PM 12:52 PM 5:11 PM 10 11 Sat Day-off Day-off 12 Sun 13 Mon 7:53 AM 12:10 PM 12:22 PM 6:14 PM 14 Tue 7:53 AM 12:03 PM 12:13 PM 5:12 PM 7:53 AM 12:12 PM 12:07 PM 5:08 PM 15 Wed 12:08 PM 12:14 PM 16 7:45 AM 6:35 PM Thu Fri 7:43 AM 12:17 PM 12:19 PM 17 5:22 PM 18 Sat Day-off Day-off 19 Sun 20 Mon 7:56 AM 12:09 PM 12:17 PM 6:36 PM 21 Tue 7:51 AM 12:53 PM 12:54 PM 6:54 PM 22 Wed 7:53 AM 12:59 PM 1:00 PM 6:59 PM 7:54 AM 12:15 PM 12:25 PM 6:58 PM 23 Thu 7:47 AM 12:04 PM 12:07 PM 24 Fri 5:06 PM 25 Sat Day-off Day-off 26 Sun

I certify on my honor that the above is a true and correct report of the hours of worked perform record which was made daily at the time of arrival and departure from office.

12:37 PM | 12:38 PM | 5:29 PM

12:10 PM

5:28 PM

5:12 PM

5:19 PM

12:30 PM 12:35 PM

12:03 PM

7:40 AM | 12:03 PM | 12:20 PM |

Verified as to prescribed hours
In Charge

Adopted from CSC FORM NO. 48

Mon

Tue

Wed

Thu

Fri

27 28

29

30

31

7:41 AM

7:35 AM

Holiday

7:51 AM

ReV. 0 Effectivity Date: June 2, 2014 ZCMC-F-HRMO-01

DAILY TIME RECORD

MIA MARION S. ALVIA
NAME

For the month of January 1 to 31 2025

Regular Days

Official hours for

8:00AM-12:00PM/1:00PM-5:00PM Arrival and Departure

		A.M		P.M		UNDERTIME	
	Arrival Depa		Departure	Arrival	Departure	Hours	Minutes
01	Wed	Holiday					
02	Thu	7:53 AM	12:06 PM	12:14 PM	5:09 PM		
03	Fri	7:40 AM	12:04 PM	12:11 PM	5:09 PM		
04	Sat	Day-off					
05	Sun	Day-off					
06	Mon	7:48 AM	12:12 PM	12:18 PM	5:12 PM		
07	Tue	7:50 AM	12:02 PM	12:09 PM	5:14 PM		
08	Wed	7:51 AM	12:01 PM	12:14 PM	5:08 PM		
09	Thu	7:52 AM	12:04 PM	12:18 PM	5:01 PM		
10	Fri	7:55 AM	12:01 PM	12:52 PM	5:11 PM		
11	Sat	Day-off					
12	Sun	Day-off					
13	Mon	7:53 AM	12:10 PM	12:22 PM	6:14 PM		
14	Tue	7:53 AM	12:03 PM	12:13 PM	5:12 PM		
15	Wed	7:53 AM	12:07 PM	12:12 PM	5:08 PM		
16	Thu	7:45 AM	12:08 PM	12:14 PM	6:35 PM		
17	Fri	7:43 AM	12:17 PM	12:19 PM	5:22 PM		
18	Sat	Day-off					
19	Sun	Day-off					
20	Mon	7:56 AM	12:09 PM	12:17 PM	6:36 PM		
21	Tue	7:51 AM	12:53 PM	12:54 PM	6:54 PM		
22	Wed	7:53 AM	12:59 PM	1:00 PM	6:59 PM		
23	Thu	7:54 AM	12:15 PM	12:25 PM	6:58 PM		
24	Fri	7:47 AM	12:04 PM	12:07 PM	5:06 PM		
25	Sat	Day-off					
26	Sun	Day-off					
27	Mon	7:41 AM	12:30 PM	12:35 PM	5:28 PM		
28	Tue	7:35 AM	12:03 PM	12:10 PM	5:12 PM		
29	Wed	Holiday					
30	Thu	7:40 AM	12:03 PM	12:20 PM	5:19 PM		
31	Fri	7:51 AM	12:37 PM	12:38 PM	5:29 PM		

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Verified as to prescribed hours
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In Charge

Adopted from CSC FORM NO. 48

ReV. 0 ZCMC-F-HRMO-01 Effectivity Date: June 2, 2014