

For: Mr. Jose Carlo D. Jamir

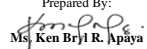
Subject: **Payroll Instruction for October 15, 2019**

This is to formally inform your department regarding the *payroll instruction* for lates and tardiness cut-off period September 16-30, 2019.

Should you have any questions, clarifications, or forms to submit, you may get in touch with the undersigned until **October 8, 2019 at 12:00 PM ONLY**. Late submission of forms and/or concerns will be for approval of the HR Officer. Once approved it will be included in the next payday.

DEPT.	NAME	TOTAL DEDUCTION	OFFICIAL TIME	OFFICIAL REST DAY	DATE	REMARKS				
						TIME IN	TIME OUT	LATE	UT	ABSENCE
INFORMATION AND COMMUNICATION TECHNOLOGY										
1	Jamir, Jose Carlo D.	1 day absent, 487 minutes undertime	Flexible Time	Saturday	Thursday, September 19, 2019	-	-	-	-	1
					Tuesday, September 24, 2019	9:01 AM	2:19 PM	-	221	-
					Friday, September 27, 2019	8:52 AM	1:34 PM	-	266	-
2	Hala, Pauline Arvian R.	OK	8:00-5:00	Saturday	-	-	-	-	-	-
3	Sariana, Mary Grace S.	80 minutes late	9:00-6:00	Saturday	Tuesday, September 17, 2019	9:15 AM	6:30 PM	5	-	-
					Monday, September 30, 2019	10:25 AM	4:40 PM	75	-	-
4	Abdul, Benjameen B.	2 days absent, 243 minutes late	9:00-6:00	Saturday	Tuesday, September 17, 2019	-	-	-	-	1
					Wednesday, September 18, 2019	-	-	-	-	1
					Thursday, September 19, 2019	10:25 AM	1:59 PM	75	-	-
					Friday, September 20, 2019	9:37 AM	3:17 PM	27	-	-
					Monday, September 23, 2019	10:22 AM	7:11 PM	12	-	-
					Wednesday, September 25, 2019	11:12 AM	7:32 PM	32	-	-
					Thursday, September 26, 2019	10:56 AM	7:33 PM	16	-	-
					Friday, September 27, 2019	8:01 AM	4:06 PM	51	-	-
5	Andres, Charles Limuel M.	5 days absent, 114 minutes late	9:00-6:00	Saturday	Monday, September 30, 2019	9:40 AM	8:46 PM	30	-	-
					Tuesday, September 17, 2019	-	-	-	-	1
					Thursday, September 19, 2019	-	-	-	-	1
					Friday, September 20, 2019	11:04 AM	6:00 PM	114	-	-
					Monday, September 23, 2019	-	-	-	-	1
					Thursday, September 26, 2019	-	-	-	-	1
					Monday, September 30, 2019	-	-	-	-	1

6	Baring, John Rigel E.	2 days absent	8:00-5:00	Saturday	Monday, September 23, 2019	-	-	-	-	1
					Monday, September 30, 2019	-	-	-	-	1
7	Dalabajan, Kenneth A.	OK	7:00-4:00	Saturday (Friday Sep. 30)	-	-	-	-	-	-
8	Dilla, Gerhard P.	2 days absent, 34 minutes late	9:00-6:00	Monday	Tuesday, September 17, 2019	-	-	-	-	1
					Wednesday, September 18, 2019	9:23 AM	6:05 PM	13	-	-
					Thursday, September 19, 2019	9:31 AM	12:01 PM	21	-	-
					Saturday, September 21, 2019	-	-	-	-	1
9	Feudo, Levi Ivygne M.	1 day absent, 29 minutes late	7:00-4:00	Saturday	Friday, September 20, 2019	7:39 AM	4:29 PM	29	-	-
					Tuesday, September 24, 2019	-	-	-	-	1
10	Grageda, Jon Brian F.	33 minutes late	8:30-5:30	Saturday	Friday, September 20, 2019	9:03 AM	5:59 PM	23	-	-
					Thursday, September 26, 2019	8:50 AM	5:42 PM	10	-	-
11	Marollano, Rueben G.	51 minutes late	8:00-5:00	Saturday	Tuesday, September 17, 2019	9:01 AM	6:06 PM	51	-	-
12	Relos, Shaira Mari V.	OK	9:00-6:00	Saturday	-	-	-	-	-	-
13	Sanchez, Aldren B.	9 days absent, 1 half day	9:00-6:00	Saturday	Tuesday, September 17, 2019	-	-	-	-	1
					Wednesday, September 18, 2019	-	-	-	-	1
					Thursday, September 19, 2019	-	-	-	-	1
					Friday, September 20, 2019	-	-	-	-	1
					Monday, September 23, 2019	-	-	-	-	1
					Tuesday, September 24, 2019	-	-	-	-	1
					Wednesday, September 25, 2019	-	-	-	-	1
					Thursday, September 26, 2019	-	-	-	-	1
					Friday, September 27, 2019	12:40 PM	8:35 PM	-	-	0.5
14	Tibayan, Edzel S.	1 day no time in, 1 day no time out	9:00-6:00	Thursday (Saturday Sep. 30)	Monday, September 30, 2019	-	-	-	-	1
					Wednesday, September 18, 2019	9:21 AM	-	-	-	-
					Thursday, September 19, 2019	-	12:23 AM	-	-	-
15	Vallecera, Oneal A.	48 minutes late	8:00-5:00	Saturday	Wednesday, September 25, 2019	9:17 AM	6:59 PM	7	-	-
					Tuesday, September 17, 2019	8:35 AM	5:09 PM	25	-	-
					Monday, September 30, 2019	8:33 AM	4:19 PM	23	-	-
16	Sombrino, Antonette	1 day absent, 11 minutes late	9:00-6:00	Saturday	Wednesday, September 18, 2019	9:21 AM	8:13 PM	11	-	-
					Friday, September 20, 2019	-	-	-	-	1

Prepared By:

 Ms. Ken Brjl R. Apaya
 HR Assistant

Checked and Reviewed By:

 Ms. Aljira Colen S.J. Santuyo
 HR Associate

Noted By:

 Ms. Ma. Lourdes A. Betonio
 HR Officer