

DAILY TIME RECORD
(Environmental Management Bureau R4B)

DAILY TIME RECORD
(Environmental Management Bureau R4B)

MARY ANN B. LONTOC
Name

MARY ANN B. LONTOC
Name

For the month of: Jun. 01, 2022 - Jun. 30, 2022
Office Hours (regular days): _____
Arrival and Departure: _____
Saturdays: _____

For the month of: Jun. 01, 2022 - Jun. 30, 2022
Office Hours (regular days): _____
Arrival and Departure: _____
Saturdays: _____

AM			PM		UNDERTIME	
DAY	IN	OUT	IN	OUT	HRS	MIN
1	08:00 AM	12:10 PM	12:10 PM	05:14 PM		
2	07:46 AM	01:12 PM	01:12 PM	06:18 PM		
3	07:53 AM	01:05 PM	01:05 PM	05:33 PM		
4	Saturday					
5	Sunday					
6	07:45 AM	12:46 PM	12:46 PM	05:15 PM		
7	07:30 AM	12:41 PM	12:41 PM	06:00 PM		
8	--- please see attached TO ---					
9	08:01 AM	12:23 PM	12:43 PM	05:19 PM		
10	07:31 AM	12:51 PM	12:52 PM	05:23 PM		
11	Saturday					
12	Sunday					
13	07:48 AM	12:48 PM	12:49 PM	05:24 PM		
14	07:34 AM	12:00 PM	01:00 PM	05:16 PM		
15	07:56 AM	12:37 PM	12:38 PM	06:00 PM		
16	07:42 AM	12:45 PM	12:46 PM	05:39 PM		
17	07:59 AM	12:00 PM	01:00 PM	05:29 PM		
18	Saturday					
19	Sunday					
20	07:57 AM	12:56 PM	12:56 PM	05:09 PM		
21	07:45 AM	12:52 PM	12:53 PM	06:00 PM		
22	07:39 AM	12:00 PM	01:00 PM	05:46 PM		
23	08:07 AM	12:00 PM	01:00 PM	05:41 PM		
24	07:58 AM	12:13 PM	12:43 PM	05:31 PM		
25	Saturday					
26	Sunday					
27	07:52 AM	12:38 PM	12:55 PM	05:20 PM		
28	08:00 AM	12:26 PM	12:27 PM	05:15 PM		
29	07:55 AM	12:37 PM	12:39 PM	05:57 PM		
30	07:57 AM	12:34 PM	12:34 PM	05:18 PM		
31						

AM			PM		UNDERTIME	
DAY	IN	OUT	IN	OUT	HRS	MIN
1	08:00 AM	12:10 PM	12:10 PM	05:14 PM		
2	07:46 AM	01:12 PM	01:12 PM	06:18 PM		
3	07:53 AM	01:05 PM	01:05 PM	05:33 PM		
4	Saturday					
5	Sunday					
6	07:45 AM	12:46 PM	12:46 PM	05:15 PM		
7	07:30 AM	12:41 PM	12:41 PM	06:00 PM		
8	--- please see attached TO ---					
9	08:01 AM	12:23 PM	12:43 PM	05:19 PM		
10	07:31 AM	12:51 PM	12:52 PM	05:23 PM		
11	Saturday					
12	Sunday					
13	07:48 AM	12:48 PM	12:49 PM	05:24 PM		
14	07:34 AM	12:00 PM	01:00 PM	05:16 PM		
15	07:56 AM	12:37 PM	12:38 PM	06:00 PM		
16	07:42 AM	12:45 PM	12:46 PM	05:39 PM		
17	07:59 AM	12:00 PM	01:00 PM	05:29 PM		
18	Saturday					
19	Sunday					
20	07:57 AM	12:56 PM	12:56 PM	05:09 PM		
21	07:45 AM	12:52 PM	12:53 PM	06:00 PM		
22	07:39 AM	12:00 PM	01:00 PM	05:46 PM		
23	08:07 AM	12:00 PM	01:00 PM	05:41 PM		
24	07:58 AM	12:13 PM	12:43 PM	05:31 PM		
25	Saturday					
26	Sunday					
27	07:52 AM	12:38 PM	12:55 PM	05:20 PM		
28	08:00 AM	12:26 PM	12:27 PM	05:15 PM		
29	07:55 AM	12:37 PM	12:39 PM	05:57 PM		
30	07:57 AM	12:34 PM	12:34 PM	05:18 PM		
31						

TOTAL _____

TOTAL _____

I hereby certify on my honor that the above is a true and correct report of work performed, record of which was made daily at the time and departure from office.

I hereby certify on my honor that the above is a true and correct report of work performed, record of which was made daily at the time and departure from office.

[Signature]

Employee Signature

Verified as to the prescribed office hours:

[Signature]

JOE AMIL M. SALINO
REGIONAL DIRECTOR

In-charge

[Signature]

Employee Signature

Verified as to the prescribed office hours:

[Signature]

JOE AMIL M. SALINO
REGIONAL DIRECTOR

In-charge

