



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
Double Dragon Plaza
DD Meridian Park
Macapagal Avenue corner
EDSA Extension
1302 Bay Area, Pasay City

(02) 8249-5900 loc.710-711

corplan@tieza.gov.ph

www.tieza.gov.ph

CERTIFICATION

FOR : The Manager, ADSD
FROM : The Manager, COPD
SUBJECT : 3 December Online Attendance
DATE : 15 December 2020

This is to certify that the undersigned has reported for work to the TIEZA Head Office on date indicated below, however, the undersigned failed to log Out on said date.

3 Dec (Thurs)	Log Out	Supervision of COPD deliverables and SWF.
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For consideration please.


Francis Randy J. Hortelano
Department Manager
Corporate Planning Department



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

DAILY TIME RECORD
December 2020

Name : HORTELANO, FRANCIS RANDY .
ID No. : 2020-0007-P
Time : 08:00 AM - 07:00 PM
Position :
Department :
Division :

Day	A.M.		P.M.		TA/UT	REMARKS
	Arrival	Departure	Arrival	Departure	hr:mm	
Tue, 12-01-20	06:54 AM	01:00 PM	02:00 PM	08:10 PM	:	WFH
Wed, 12-02-20	06:02 AM	01:00 PM	02:00 PM	08:30 PM	:	WFH
Thu, 12-03-20	08:32 AM	01:00 PM	02:00 PM	:	00:32	Absent
Fri, 12-04-20	06:43 AM	01:00 PM	02:00 PM	:	:	Restday
Sat, 12-05-20	:	:	:	:	:	Restday
Sun, 12-06-20	:	:	:	:	:	Restday
Mon, 12-07-20	06:03 AM	01:00 PM	02:00 PM	08:30 PM	:	WFH
Tue, 12-08-20	06:01 AM	01:00 PM	02:00 PM	08:31 PM	:	WFH
Wed, 12-09-20	06:01 AM	01:00 PM	02:00 PM	08:33 PM	:	WFH
Thu, 12-10-20	06:01 AM	01:00 PM	02:00 PM	07:02 PM	:	WFH
Fri, 12-11-20	08:05 AM	01:00 PM	02:00 PM	07:19 PM	:	Restday
Sat, 12-12-20	:	:	:	:	:	Restday
Sun, 12-13-20	:	:	:	:	:	Restday
Mon, 12-14-20	06:01 AM	01:00 PM	02:00 PM	08:30 PM	:	WFH
Tue, 12-15-20	06:02 AM	01:00 PM	02:00 PM	:	:	WFH

TOTAL SUMMARY

Days Worked (DW)	:	11	Tardiness	:	00:32 0	Leave	:	0
Absences	:	0	TA Freq	:	1	Restday	:	0
Overtime	:	0	Undertime	:	00:00 0	Special Holiday	:	0
Total Days Worked	:		UT Freq	:	0	Legal Holiday	:	0
Less TA/UT	:	0	Total TA/UT	:	0	No Lunch	:	0

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.

Employee's Signature

Verified as to the prescribed office hours. (In-Charge)

Printed by:

Verified by:

RUNDATE: 2020.12.15

RUNTIME: 12:45:47