DAILY TIME RECORD
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Rosalisa S. De Belen
(NAME)

For the month of   __January 01-31, 2012__

Official hours for arrival **{** *Regular days* _____
and   departure   **{** *Saturdays* _____

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	HOURS	MINUTES
1	NEW YEAR'S DAY					
2	SPECIAL PRIVILEGE LEAVE(MC#6)					
3	SPECIAL PRIVILEGE LEAVE(MC#6)					
4	Leave	Leave	Leave	Leave		
5	08:09	12:08	12:29	05:00		
6	08:16	12:01	12:21	05:00		
7	SATURDAY					
8	SUNDAY					
9	07:37	12:08	12:38	05:00		
1O	07:58	12:01	12:31	05:00		
11	08:05	12:00	12:31	05:02		
12	07:55	12:00	12:20	05:00		
13	SICK LEAVE					
14	SATURDAY					
15	SUNDAY					
16	08:05	12:01	12:21	05:00		
17	08:04	12:00	12:20	05:00		
18	08:07	12:03	12:23	05:00		
19	08:13	12:03	12:23	05:07		
20	SPECIAL PRIVILEGE LEAVE(MC#6)					
21	SATURDAY					
22	SUNDAY					
23	CHINESE NEW YEAR					
24	08:06	12:01	12:21	05:00		
25	08:04	12:00	12:20	05:00		
26	08:11	12:04	12:24	05:00		
27	SICK LEAVE					
28	SATURDAY					
29	SUNDAY					
30	08:01	12:02	12:22	05:01		
31	08:18	12:00	12:20	05:00		

TOTAL : _____

    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.*

_____

VERIFIED *as to the prescribed office hours.*

CIRILO S. MONILLA, SR.,C.E.
PGDH-Provincial Engineer
In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (4x)

Under time: 1 hr 39 mins