

DAILY TIME RECORD

Employee Name: Dy. Rolf Cayce P.

**For the
month**

of: June, 2021

**Official Hours for arrival and
departure**

**Regular days:
Saturdays:**

	A.M.		P.M.		UNDERTIME	
	Arrive	Depart	Arrive	Depart	Hours	Mins.
1	08:02	12:04	12:46	17:09		
2	07:56	12:02		17:31		
3	08:49	12:08	12:44	17:37		
4	07:47	12:03				
5						
6						
7	07:58	12:03	12:32	16:52		
8	07:55	12:05	12:37	16:51		
9	08:05	12:04	12:36	16:54		
10	08:00	12:03	12:33	16:53		
11	07:49	12:02	12:57	16:51		
12						
13						
14	08:02	12:09		17:01		
15	08:03	12:04	12:45	17:10		
16	07:57	12:08	12:55	17:03		
17	08:10		12:37			
18						
19						
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29						
30						

I
CERTIFY
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and
correct
report

of the
hours of
work
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record of
which was
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at the
time of
arrival and
the
departure
from
Office.

Signature

Verified as to the prescribed office hours

Signature of In-Charge/Supervisor

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