

## DAILY TIME RECORD

Name: **MARK JENESIS E. LAORY**

For the month of **AUGUST 16-31, 2020**

Official hours for arrival and departure

Day	AM		PM		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Min
1	SATURDAY					
2	SUNDAY					
3						
4						
5						
6						
7						
8	SATURDAY					
9	SUNDAY					
10						
11						
12						
13						
14						
15	SATURDAY					
16	SUNDAY					
17			WFH			
18	7:19	12:01	12:42	4:28		
19	9:25	12:10	12:44	6:34		
20	7:40	12:00	1:00	4:30		
21			HOLIDAY			
22	SATURDAY					
23	SUNDAY					
24	9:01	12:05	12:37	5:13		
25	7:27	12:14	12:15	5:17		
26	7:34	12:00	1:00	3:33		
27	7:29	12:00	1:00	3:32		
28	8:50	12:17	12:55	5:45		
29	SATURDAY					
30	SUNDAY					
31			HOLIDAY			

TOTAL

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

\_\_\_\_\_  
Employee Signature

(VERIFIED AS PRESCRIBED OFFICE HOURS)

\_\_\_\_\_  
PEPITA S. PICPICAN

Immediate Supervisor

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PEPITA S. PICPICAN

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