 

Name of Employee : **MICHAEL A. BALIVIA**

Office/Campus/College : **MANAGEMENT INFORMATION SYSTEM**

Name of Employee : **MICHAEL A. BALIVIA**

Office/Campus/College : **MANAGEMENT INFORMATION SYSTEM**

For the month of :

**November 1 - 30**

, **2024**

For the month of :

**November 1 - 30**

, **2024**

Official Hour of Arrival in Regular Days : Saturdays :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **AM** | | **PM** | | **OVERTIME** | |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |
| **12** | **7:43** |  |  |  |  |  |
| **13** |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |
| **15** | **7:45** |  |  |  |  |  |
| **16** |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |
| **19** | **7:42** | **12:05** | **12:59** | **5:00** |  |  |
| **20** | **7:43** | **12:04** | **12:44** | **6:04** |  |  |
| **21** | **7:45** | **12:32** | **12:34** | **5:02** |  |  |
| **22** | **7:44** | **12:10** | **12:45** | **5:08** |  |  |
| **23** |  |  |  |  |  |  |
| **24** |  |  |  |  |  |  |
| **25** | **8:02** | **12:00** | **12:31** | **5:05** |  |  |
| **26** | **7:56** | **12:03** | **12:31** | **5:36** |  |  |
| **27** | **7:57** | **12:02** | **12:33** | **5:07** |  |  |
| **28** | **7:59** | **12:08** | **12:38** | **5:15** |  |  |
| **29** | **7:58** | **12:15** | **12:17** | **5:01** |  |  |
| **30** |  |  |  |  |  |  |
| **31** |  |  |  |  |  |  |

**CERTIFY** on my honor that the above is a true and correct of hours of worked performed, record of which was made daily at of arrival and departure from office:

# MICHAEL A. BALIVIA

Employee’s Signature over Printed Name

Official Hour of Arrival in Regular Days : Saturdays :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **AM** | | **PM** | | **OVERTIME** | |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |
| **12** | **7:43** |  |  |  |  |  |
| **13** |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |
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| **19** | **7:42** | **12:05** | **12:59** | **5:00** |  |  |
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| **23** |  |  |  |  |  |  |
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| **30** |  |  |  |  |  |  |
| **31** |  |  |  |  |  |  |

**CERTIFY** on my honor that the above is a true and correct of hours of worked performed, record of which was made daily at of arrival and departure from office:

# MICHAEL A. BALIVIA

Employee’s Signature over Printed Name

**VERIFIED** as to the prescribed office hours:

# RYAN B. ESCORIAL

Immediate Supervisor’s Signature over Printed Name

**VERIFIED** as to the prescribed office hours:

# RYAN B. ESCORIAL

Immediate Supervisor’s Signature over Printed Name

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