

**DAILY TIME RECORD**

Andrade, Elisa, M.

NAME

For the month of August,2018

DAY	A.M		P.M.		OVERTIME		Late	UT
	IN	OUT	IN	OUT	IN	OUT		
01								
02								
03			12:40					
04		DAY	OFF					
05		DAY	OFF					
06			12:31	17:03				
07		12:49		17:05				
08								
09								
10				17:49				
11		DAY	OFF					
12		DAY	OFF					
13		12:51	13:00	17:16				
14		12:06	12:26	17:09				
15	07:55	12:47	12:50	15:53				01:07
16				17:02				
17				17:02				
18		DAY	OFF					
19		DAY	OFF					
20	07:53	12:06	12:46	17:05				
21								
22	07:41	13:02	13:03	17:03			00:03	
23	07:56	12:07	12:38	17:06				
24	07:59	12:28	12:46	17:00				
25		DAY	OFF					
26		DAY	OFF					
27								
28	08:08	12:07	12:46	17:02			00:08	
29	08:02	12:19	12:34	17:01			00:02	
30	08:12	12:09	12:41	17:04			00:12	
31	08:04	12:19	12:42	16:19			00:04	00:41

**TOTAL:**

WEEKDAYS

**838:59**

SATURDAY,SUNDAY,HOLIDAYS

I hereby certify that the above entries are true and correct report of the hours of work performed, record of which was made daily from and departure to / from the Office.

**Andrade, Elisa, M.**

Employee's Signature

**ATTY. BENITO H. TAN**

Supervisor Signature

**DAILY TIME RECORD**

Andrade, Elisa, M.

For the month of August,2018

DAY			P.M.		OVERTIME		Late	UT
	IN	OUT	IN	OUT	IN	OUT		
01								
02								
03			12:40					
04		DAY	OFF					
05		DAY	OFF					
06			12:31	17:03				
07		12:49		17:05				
08								
09								
10				17:49				
11		DAY	OFF					
12		DAY	OFF					
13		12:51	13:00	17:16				
14		12:06	12:26	17:09				
15	07:55	12:47	12:50	15:53				01:07
16				17:02				
17				17:02				
18		DAY	OFF					
19		DAY	OFF					
20	07:53	12:06	12:46	17:05				
21								
22	07:41	13:02	13:03	17:03			00:03	
23	07:56	12:07	12:38	17:06				
24	07:59	12:28	12:46	17:00				
25		DAY	OFF					
26		DAY	OFF					
27								
28	08:08	12:07	12:46	17:02			00:08	
29	08:02	12:19	12:34	17:01			00:02	
30	08:12	12:09	12:41	17:04			00:12	
31	08:04	12:19	12:42	16:19			00:04	00:41

**TOTAL:**

WEEKDAYS

**838:59**

SATURDAY,SUNDAY,HOLIDAYS

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**Andrade, Elisa, M.**

Employee's Signature

**ATTY. BENITO H. TAN**

Supervisor Signature

Mondero, Jonard, A.									
NAME									
For the month of September,2018									
DAY	A.M		P.M.		OVERTIME		Late	UT	
	IN	OUT	IN	OUT	IN	OUT			
01		DAY	OFF						
02		DAY	OFF						
03									
04									
05									
06									
07									
08		DAY	OFF						
09		DAY	OFF						
10									
11									
12									
13									
14									
15		DAY	OFF						
16		DAY	OFF						
17									
18									
19									
20									
21									
22		DAY	OFF						
23		DAY	OFF						
24									
25									
26									
27									
28									
29		DAY	OFF						
30		DAY	OFF						
01									
02									
03									
<b>TOTAL:</b>		WEEKDAYS				838:59			
		SATURDAY,SUNDAY,HOLIDAYS							
I hereby certify that the above entries are true and correct report of the hours of work performed, record of which was made daily from and departure to / from the Office.									
Quisido, Brenda, K.									
Employee's Signature									
GREGORIO A. SANTILLAN									
Supervisor Signature									

Mondero, Jonard, A.									
NAME									
For the month of September,2018									
DAY			P.M.		OVERTIME		Late	UT	
	IN	OUT	IN	OUT	IN	OUT			
01		DAY	OFF						
02		DAY	OFF						
03									
04									
05									
06									
07									
08		DAY	OFF						
09		DAY	OFF						
10									
11									
12									
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14									
15		DAY	OFF						
16		DAY	OFF						
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21									
22		DAY	OFF						
23		DAY	OFF						
24									
25									
26									
27									
28									
29		DAY	OFF						
30		DAY	OFF						
01									
02									
03									
<b>TOTAL:</b>		WEEKDAYS				838:59			
		SATURDAY,SUNDAY,HOLIDAYS							
I hereby certify that the above entries are true and correct report of the hours of work performed, record of which was made daily from and departure to / from the Office.									
Quisido, Brenda, K.									
Employee's Signature									
GREGORIO A. SANTILLAN									
Supervisor Signature									

Quisido, Brenda, K.									
NAME									
For the month of <u>October,2018</u>									
DAY	A.M		P.M.		OVERTIME		Late	UT	
	IN	OUT	IN	OUT	IN	OUT			
04									
05									
06		DAY	OFF						
07		DAY	OFF						
08									
09									
10									
11									
12									
13		DAY	OFF						
14		DAY	OFF						
15									
16									
17									
18									
19									
20		DAY	OFF						
21		DAY	OFF						
22									
23									
24									
25									
26									
27		DAY	OFF						
28		DAY	OFF						
29									
30									
01	08:00	12:00	13:00	17:00					
02									
03		DAY	OFF						
04		DAY	OFF						
05									
06	08:00	12:09	13:01	17:00					
<b>TOTAL:</b>		WEEKDAYS				<b>838:59</b>			
		SATURDAY,SUNDAY,HOLIDAYS							
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Andrade, Elisa, M.									
Employee's Signature									
ATTY. BENITO H. TAN									
Supervisor Signature									

Quisido, Brenda, K.									
NAME									
For the month of <u>October,2018</u>									
DAY			P.M.		OVERTIME		Late	UT	
	IN	OUT	IN	OUT	IN	OUT			
04									
05									
06		DAY	OFF						
07		DAY	OFF						
08									
09									
10									
11									
12									
13		DAY	OFF						
14		DAY	OFF						
15									
16									
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20		DAY	OFF						
21		DAY	OFF						
22									
23									
24									
25									
26									
27		DAY	OFF						
28		DAY	OFF						
29									
30									
01	08:00	12:00	13:00	17:00					
02									
03		DAY	OFF						
04		DAY	OFF						
05									
06	08:00	12:09	13:01	17:00					
<b>TOTAL:</b>		WEEKDAYS				<b>838:59</b>			
		SATURDAY,SUNDAY,HOLIDAYS							
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Andrade, Elisa, M.									
Employee's Signature									
ATTY. BENITO H. TAN									
Supervisor Signature									

Andrade, Elisa, M.									
NAME									
For the month of November,2018									
DAY	A.M		P.M.		OVERTIME		Late	UT	
	IN	OUT	IN	OUT	IN	OUT			
07			12:45	17:02					
08	08:09	12:12	13:04	17:00					
09	08:06	12:35	12:52	17:01					
10		DAY	OFF						
11		DAY	OFF						
12	08:20	12:49	12:51	17:02					
13	08:02	12:06	12:48	17:03					
14	08:17	12:03	12:35	17:03					
15	08:19	12:29	12:31	17:02					
16	08:03	12:05	12:34	17:00					
17		DAY	OFF						
18		DAY	OFF						
19	07:54	12:25	12:49	17:00					
20									
21	07:54	13:20	13:23	17:03					
22	07:52	12:42	12:50	17:06					
23	07:47	12:01	13:00	17:08					
24		DAY	OFF						
25		DAY	OFF						
26	08:14	12:19	12:20	17:00					
27	07:34	12:22	12:34	17:00					
28	08:25	12:22	12:28	17:01					
29	07:55	12:23	12:36	17:03					
30									
01									
02									
03									
04		DAY	OFF						
05		DAY	OFF						
06									
07									
08									
09									
<b>TOTAL:</b>		WEEKDAYS				<b>838:59</b>			
		SATURDAY,SUNDAY,HOLIDAYS							
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Employee's Signature									
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Supervisor Signature									

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NAME									
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DAY			P.M.		OVERTIME		Late	UT	
	IN	OUT	IN	OUT	IN	OUT			
07			12:45	17:02					
08	08:09	12:12	13:04	17:00					
09	08:06	12:35	12:52	17:01					
10		DAY	OFF						
11		DAY	OFF						
12	08:20	12:49	12:51	17:02					
13	08:02	12:06	12:48	17:03					
14	08:17	12:03	12:35	17:03					
15	08:19	12:29	12:31	17:02					
16	08:03	12:05	12:34	17:00					
17		DAY	OFF						
18		DAY	OFF						
19	07:54	12:25	12:49	17:00					
20									
21	07:54	13:20	13:23	17:03					
22	07:52	12:42	12:50	17:06					
23	07:47	12:01	13:00	17:08					
24		DAY	OFF						
25		DAY	OFF						
26	08:14	12:19	12:20	17:00					
27	07:34	12:22	12:34	17:00					
28	08:25	12:22	12:28	17:01					
29	07:55	12:23	12:36	17:03					
30									
01									
02									
03									
04		DAY	OFF						
05		DAY	OFF						
06									
07									
08									
09									
<b>TOTAL:</b>		WEEKDAYS				<b>838:59</b>			
		SATURDAY,SUNDAY,HOLIDAYS							
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Quisido, Brenda, K.									
Employee's Signature									
GREGORIO A. SANTILLAN									
Supervisor Signature									

Quisido, Brenda, K.									
NAME									
For the month of <u>January,2020</u>									
DAY	A.M		P.M.		OVERTIME		Late	UT	
	IN	OUT	IN	OUT	IN	OUT			
10									
11		DAY	OFF						
12		DAY	OFF						
13									
14									
15									
16									
17									
18		DAY	OFF						
19		DAY	OFF						
20									
21									
22									
23									
24									
25		DAY	OFF						
26		DAY	OFF						
27									
28									
29									
30									
31									
01		DAY	OFF						
02		DAY	OFF						
03									
04									
05									
06									
07									
08		DAY	OFF						
09		DAY	OFF						
10									
11									
<b>TOTAL:</b>		WEEKDAYS				<b>838:59</b>			
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Employee's Signature									
<b>GREGORIO A. SANTILLAN</b>									
Supervisor Signature									

Quisido, Brenda, K.									
NAME									
For the month of <u>January,2020</u>									
DAY			P.M.		OVERTIME		Late	UT	
	IN	OUT	IN	OUT	IN	OUT			
10									
11		DAY	OFF						
12		DAY	OFF						
13									
14									
15									
16									
17									
18		DAY	OFF						
19		DAY	OFF						
20									
21									
22									
23									
24									
25		DAY	OFF						
26		DAY	OFF						
27									
28									
29									
30									
31									
01		DAY	OFF						
02		DAY	OFF						
03									
04									
05									
06									
07									
08		DAY	OFF						
09		DAY	OFF						
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Employee's Signature									
<b>GREGORIO A. SANTILLAN</b>									
Supervisor Signature									

Quisido, Brenda, K.									
NAME									
For the month of <span style="float: right;">February,2020</span>									
DAY	A.M		P.M.		OVERTIME		Late	UT	
	IN	OUT	IN	OUT	IN	OUT			
12									
13									
14									
15		DAY	OFF						
16		DAY	OFF						
17									
18									
19									
20									
21									
22		DAY	OFF						
23		DAY	OFF						
24									
25									
26									
27									
28									
29		DAY	OFF						

Quisido, Brenda, K.									
NAME									
For the month of <span style="float: right;">February,2020</span>									
DAY	P.M.		OVERTIME		Late	UT			
	IN	OUT	IN	OUT					
12									
13									
14									
15		DAY	OFF						
16		DAY	OFF						
17									
18									
19									
20									
21									
22		DAY	OFF						
23		DAY	OFF						
24									
25									
26									
27									
28									
29		DAY	OFF						

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