

DAILY TIME RECORD
(Environmental Management Bureau CO)

ERIC JOHN B. CREENCIA

Name

For the month of: **Dec. 01, 2021 - Dec. 15, 2021**
Office Hours (regular days): _____
Arrival and Departure: _____
Saturdays: _____

AM			PM		UNDERTIME	
DAY	IN	OUT	IN	OUT	HRS	MINS
1	07:57 AM	12:07 PM	12:07 PM	05:01 PM	WFH	
2	06:56 AM	12:02 PM	12:03 PM	04:00 PM	SKELETAL	
3					ABSENT	
4	Saturday					
5	Sunday					
6	07:47 AM	12:02 PM	12:05 PM	05:00 PM	WFH	
7	07:09 AM	12:07 PM	12:08 PM	04:09 PM	SKELETAL	
8					HOLIDAY	
9	07:19 AM	12:00 PM	12:01 PM	04:20 PM	SKELETAL	
10	07:10 AM	12:23 PM	12:23 PM	04:15 PM	SKELETAL	
11	Saturday					
12	Sunday					
13	07:55 AM	12:03 PM	12:03 PM	05:01 PM	WFH	
14	07:03 AM	12:09 PM	12:10 PM	04:10 PM	SKELETAL	
15	07:53 AM	12:03 PM	12:05 PM	05:15 PM	WFH	
16						
17						
18	Saturday					
19	Sunday					
20						
21						
22						
23						
24						
25	Saturday					
26	Sunday					
27						
28						
29						
30						
31						

TOTAL _____

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



Employee Signature

Verified as to the prescribed office hours:

CONSOLACION P. CRISOSTOMO

In-charge

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