

DAILY TIME RECORD

(Environmental Management Bureau CO)

DAILY TIME RECORD

(Environmental Management Bureau CO)

ERIC JOHN B. CREENCIA

Name

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Name

For the month of: Dec. 01, 2021 - Dec. 15, 2021

Office Hours (regular days):

Arrival and Departure:

Saturdays:

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		
2	06:56 AM	12:02 PM	12:03 PM	04:00 PM		
3						
4	Saturday					
5	Sunday					
6	07:47 AM	12:02 PM	12:05 PM	05:00 PM		
7						
8						
9						
10						
11	Saturday					
12	Sunday					
13	07:55 AM	12:03 PM	12:03 PM	05:01 PM		
14						
15	07:53 AM	12:03 PM	12:05 PM	05:15 PM		
16						
17						
18	Saturday					
19	Sunday					
20						
21						
22						
23						
24						
25	Saturday					
26	Sunday					
27						
28						
29						
30						
31						

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

TOTAL

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.

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Employee Signature

Employee Signature

Verified as to the prescribed office hours:

Verified as to the prescribed office hours:

In-charge

In-charge

