

Department of Social Welfare and Development
 Daily Time Record
 Period of May 01, 2021 - May 31, 2021

Name:

COSTILLAS, JONATHAN LAHAYLAHAY

Entity:

MISU

Biometric No.:

2001006

Employment Status: **MOA**

TOTAL ACCUMULATED LATE AND UT

Week 1 (from May 01 to May 31)	17-1-0
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Total	17-1-0
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Date	Day Name	AM		PM		REG HRS	Late / UT	+ Time	- Time	Excess Hrs	Remarks
		IN	OUT	IN	OUT						
1	Sat										
2	Sun										
3	Mon					0:00	7:00		01:00		
4	Tue					0:00	5:30		02:30		
5	Wed	8:55				6:53	4:00	4:00			
6	Thu					0:00	5:30		02:30		
7	Fri	9:00				4:27	4:00	4:00			
8	Sat										
9	Sun										
10	Mon					0:00	7:00		01:00		
11	Tue					0:00	5:30		02:30		
12	Wed	9:02				5:38	4:00	4:00			
13	Thu					0:00	5:30		02:30		
14	Fri	8:39				5:52	4:00	4:00			
15	Sat										
16	Sun										
17	Mon					0:00	7:00		01:00		WFH
18	Tue					0:00	5:30		02:30		WFH
19	Wed	8:57				7:40	4:00	4:00			
20	Thu					0:00	5:30		02:30		WFH
21	Fri	8:57				6:29	4:00	4:00			
22	Sat										
23	Sun										
24	Mon					0:00	7:00		01:00		WFH
25	Tue					0:00	5:30		02:30		WFH
26	Wed	8:59				6:58	4:00	4:00			
27	Thu					0:00	5:30		02:30		WFH
28	Fri	9:14				7:01	4:00	4:00			
29	Sat										
30	Sun										
31	Mon					0:00	7:00		01:00		WFH

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

COSTILLAS, JONATHAN LAHAYLAHAY

Verified as to the prescribed office hours

 Signature of the Immediate Supervisor