

Department of Social Welfare and Development

Daily Time Record

Period of February 01, 2023 - February 28, 2023

Name:

CONVOCAR, JESS ANNE DEMAFILES

Biometric No.:

220034

Entity:

MED

Employment Status:

MOA

TOTAL ACCUMULATED LATE AND UT	
Week 1 (from Feb 01 to Feb 15)	6-5-34
Total	6-5-34

Date	Day Name	AM		PM		REG HRS	Late / UT	+ Time	- Time	Excess Hrs	Remarks
		IN	OUT	IN	OUT						
1	Wed	8:07			5:13	4:00	4:00				
2	Thu	8:05			5:14	4:00	4:00				
3	Fri		12:28	12:28	6:00	3:00	4:30		00:30	00:2	
4	Sat										
5	Sun										
6	Mon	7:54	12:02	12:02	5:08	8:00	0:00	00:14		0:14	
7	Tue	8:56			7:00	4:00	4:00				
8	Wed	8:09	12:52	12:52	5:11	8:00	0:00	00:02		0:02	
9	Thu	7:15				0:00	5:30		02:30		
10	Fri					0:00	5:30		02:30		
11	Sat										
12	Sun										
13	Mon	8:34			5:34	3:26	4:34				
14	Tue					0:00	5:30		02:30		
15	Wed					0:00	5:30		02:30		
16	Thu					0:00	5:30		02:30		
17	Fri					0:00	5:30		02:30		
18	Sat										
19	Sun										
20	Mon					0:00	7:00		01:00		
21	Tue					0:00	5:30		02:30		
22	Wed					0:00	5:30		02:30		
23	Thu					0:00	5:30		02:30		
24	Fri					0:00	5:30		02:30		
25	Sat										
26	Sun										
27	Mon					0:00	7:00		01:00		
28	Tue					0:00	5:30		02:30		

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.

CONVOCAR, JESS ANNE DEMAFILES

Verified as to the prescribed office hours

Signature of the Immediate Supervisor

LEGEND
<ul style="list-style-type: none">• Computation format: Days-Hours-Minutes (D-H-M)• + Time: Positive Time• - Time: Negative Time