

DAILY TIME RECORD

Name: REJOICE MAGBUTONG
For the month of OCTOBER, 2021
Official hour for arrival Regular days 8:00 AM
and departure 5:00 PM

	A.M		P.M.		Hours	Min.
	Arrival	Departure	Arrival	Departure		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15	7:49	12:05	12:55	5:20		
16	SATURDAY					
17	SUNDAY					
18	7:51	12:09	12:53	5:12		
19	7:43	12:11	12:49	5:26		
20	7:49	12:13	12:50	5:10		
21	7:44	12:04	12:47	5:23		
22	7:47	12:07	12:43	5:14		
23	SATURDAY					
24	SUNDAY					
25	7:54	12:04	12:41	5:19		
26	7:57	12:07	12:54	5:11		
27	7:41	12:13	12:51	5:13		
28	7:39	12:15	12:48	5:21		
29	7:55	12:02	12:49	5:17		
30						
31						

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



Signature of Employee

Verified as to the prescribed office hours

GLORIA EXCELSA S. PAMUGAS
EWDD – Division Head

DAILY TIME RECORD

Name: REJOICE MAGBUTONG
For the month of NOVEMBER, 2021
Official hour for arrival Regular days 8:00 AM
and departure 5:00 PM

	A.M		P.M.		Hours	Min.
	Arrival	Departure	Arrival	Departure		
1	HOLIDAY					
2	7:42	12:13	12:47	5:21		
3	7:40	12:16	12:53	5:12		
4	7:53	12:02	12:44	5:24		
5	7:56	12:09	12:42	5:13		
6						
7						
8	7:52	12:07	12:43	5:20		
9	7:41	12:10	12:56	5:10		
10	7:39	12:08	12:52	5:14		
11	7:37	12:14	12:49	5:22		
12	7:43	12:11	12:45	5:18		
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GLORIA EXCELSA S. PAMUGAS
EWDD – Division Head