

Client Name	RCBC
Project Name	
Employee ID	35311
Employee Name	John Chrsitian Alvarez
Timesheet Month	Oct 16-31 Period

Swipe in Date	DAY	Attendance	Shift Schedule in Time	Swipe out Date	Shift Schedule out Time	Regular Shift Time		OVERTIME				Shift Schedule(Strict /Flexi)	Grace Period(In Mins)	Grace Period Type	Remarks/Leaves
						IN	OUT	OT IN	OT Swipe In Date	OT OUT	OT Swipe Out Date				
16-Oct-25	Thu	Normal	8:30	16-Oct-25	17:30	8:30	17:30					Strict			
17-Oct-25	Fri	Normal	8:30	17-Oct-25	17:30	8:30	17:30					Strict			
18-Oct-25	Sat	Rest Day													
19-Oct-25	Sun	Rest Day													
20-Oct-25	Mon	Normal	8:30	20-Oct-25	17:30	8:30	17:30					Strict			
21-Oct-25	Tue	Normal	8:30	21-Oct-25	17:30	8:30	17:30					Strict			
22-Oct-25	Wed	Normal	8:30	22-Oct-25	17:30	8:30	17:30					Strict			
23-Oct-25	Thu	Normal	8:30	23-Oct-25	17:30	8:30	17:30					Strict			
24-Oct-25	Fri	Normal	8:30	24-Oct-25	17:30	8:30	17:30					Strict			
25-Oct-25	Sat	Rest Day													
26-Oct-25	Sun	Rest Day													
27-Oct-25	Mon	Normal	8:30	27-Oct-25	17:30	8:30	17:30					Strict			
28-Oct-25	Tue	Normal	8:30	28-Oct-25	17:30	8:30	17:30					Strict			
29-Oct-25	Wed	Normal	8:30	29-Oct-25	17:30	8:30	17:30					Strict			
30-Oct-25	Thu	Normal	8:30	30-Oct-25	17:30	8:30	17:30					Strict			
31-Oct-25	Fri	Special Holiday													Special Non-Working Holiday (All Saints' Day)

Total Hours

Noted by:

Andre Christian Villareal

Prepared by:

John Christian Alvarez

****	REG	ND	OT	OT with ND	Late Hours
REG	-	-	-	-	-
Rest Day	-	-	-	-	-
Legal Holiday	-	-	-	-	-
Special Holiday	-	-	-	-	-
RD on LH	-	-	-	-	-
RD on SH	-	-	-	-	-
Leaves	0 Leaves -				