

Client Name	RCBC
Project Name	
Employee ID	35311
Employee Name	John Christian Alvarez
Timesheet Month	Dec 1-15 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				
1-Dec-25	Mon	Normal	8:30	1-Dec-25	17:30	8:30	17:30					Strict			
2-Dec-25	Tue	Normal	8:30	2-Dec-25	17:30	8:30	17:30					Strict			
3-Dec-25	Wed	Normal	8:30	3-Dec-25	17:30	8:30	17:30					Strict			
4-Dec-25	Thu	Normal	8:30	4-Dec-25	17:30	8:30	17:30					Strict			
5-Dec-25	Fri	Normal	8:30	5-Dec-25	17:30	8:30	17:30					Strict			
6-Dec-25	Sat	Rest Day													
7-Dec-25	Sun	Rest Day													
8-Dec-25	Mon	Special Holiday													Special Non-Working Holiday (Feast of the Immaculate Conception)
9-Dec-25	Tue	Leave													Sick Leave
10-Dec-25	Wed	Normal	8:30	10-Dec-25	17:30	8:30	17:30					Strict			
11-Dec-25	Thu	Normal	8:30	11-Dec-25	17:30	8:30	17:30					Strict			
12-Dec-25	Fri	Normal	8:30	12-Dec-25	17:30	8:30	17:30					Strict			
13-Dec-25	Sat	Rest Day													
14-Dec-25	Sun	Rest Day													
15-Dec-25	Mon	Normal	8:30	15-Dec-25	17:30	8:30	17:30					Strict			

### 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	1 Leaves -	09-Dec,			