

Client Name	RCBC
Project Name	
Employee ID	35311
Employee Name	John Christian Alvarez
Timesheet Month	Nov 16-30 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-Nov-25	Sun	Rest Day													
17-Nov-25	Mon	Normal	8:30	17-Nov-25	17:30	8:30	17:30	22:00	17-Nov-25	2:00	18-Nov-25	Strict			
18-Nov-25	Tue	Normal	8:30	18-Nov-25	17:30	8:30	17:30	22:00	18-Nov-25	2:00	19-Nov-25	Strict			
19-Nov-25	Wed	Normal	8:30	19-Nov-25	17:30	8:30	17:30					Strict			
20-Nov-25	Thu	Normal	8:30	20-Nov-25	17:30	8:30	17:30					Strict			
21-Nov-25	Fri	Normal	8:30	21-Nov-25	17:30	8:30	17:30					Strict			
22-Nov-25	Sat	Rest Day													
23-Nov-25	Sun	Rest Day													
24-Nov-25	Mon	Normal	8:30	24-Nov-25	17:30	8:30	17:30					Strict			
25-Nov-25	Tue	Normal	8:30	25-Nov-25	17:30	8:30	17:30					Strict			
26-Nov-25	Wed	Normal	8:30	26-Nov-25	17:30	8:30	17:30					Strict			
27-Nov-25	Thu	Normal	8:30	27-Nov-25	17:30	8:30	17:30					Strict			
28-Nov-25	Fri	Normal	8:30	28-Nov-25	17:30	8:30	17:30					Strict			
29-Nov-25	Sat	Rest Day													
30-Nov-25	Sun	Legal Holiday on RD													Regular Holiday (Bonifacio 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 -				