ATTENDANCE REPORT

Employee: ITONG, ANNA REA DAMASIN

Employee ID: 14241-0601 Selected Date: No date range selected

Date	Time In	Time Out	Late AM PM	Total Late	UnderTime AM PM	Total Undertime	Total Hours AM & PM	Total Hours Rendered	Total Deduction (late + undertime)	Total Absent	Required Hours	Remarks
Nov 01, 2024 (Fri)	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	On Official Travel Whole Day
	8:00:00 AM	12:00:00 PM					4 hr/s. 0 min. 0 sec.					
2024 (111)	2ND TIME IN:	2ND TIME OUT:					PM WORKED: 4 hrs. 0 min. 0					Whole Buy
	1:30:00 PM	5:30:00 PM					sec.					
	1ST TIME IN:	1ST TIME OUT:					AM WORKED: 4 hr/s. 0 min. 0			0	8 hr/s, 0 min/s	On Official Travel Whole Day
Nov 04, 2024 (Mon)	8:00:00 AM	12:00:00 PM	No Late	0	No Undertime	0	sec.	sec. 8 hrs. 0 min. 0 sec. 0 8 hr/s, 0 min/s	0			
,	2ND TIME IN:	2ND TIME OUT:					4 hrs. 0 min. 0					
	1:30:00 PM	5:30:00 PM					sec.					
	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED: 4 hr/s. 0 min. 0	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	Present
Nov 05, 2024 (Tue)	8:00:00 AM	12:00:00 PM					sec.					
2021(100)	2ND TIME IN:	2ND TIME OUT:					PM WORKED: 4 hrs. 0 min. 0					
	1:00:00 PM	5:33:00 PM					sec.					
	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED: 4 hr/s. 0 min. 0	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	Present
Nov 06, 2024 (Wed)	8:10:13 AM	12:02:59 PM					sec.					
,	2ND TIME IN:	2ND TIME OUT:					4 hrs. 0 min. 0					
	1:31:53 PM	5:34:30 PM					sec.					
	1ST TIME IN:	1ST TIME OUT:	AM LATE:				AM WORKED: 3 hr/s. 47 min. 0	7 hrs. 46 min. 31 sec.	13 min/s, 17 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM
Nov 07, 2024 (Thu)	8:27:17 AM	12:10:45 PM		13 mins 17 secs	No Undertime	0	sec.					
2024 (111U)	2ND TIME IN:	2ND TIME OUT:	13 min 17 sec	17 Secs			PM WORKED: 4 hrs. 0 min. 0					
	1:00:00 PM	5:33:00 PM					sec.					

Date	Time In	Time Out	Late AM PM	TotalLate	UnderTime AM PM	Total Undertime	Total HoursAM & PM	Total Hours Rendered	Total Deduction (late + undertime)	Total Absent	Required Hours	Remarks
Nov 08, 2024 (Fri)	1ST TIME IN: 8:24:40 AM	1ST TIME OUT: 12:00:00 PM	AM LATE:	10 mins 40 secs	No Undertime	0	AM WORKED: 3 hr/s. 49 min. 0 sec.	7 hrs. 49 min. 8 sec.	10 min/s, 40 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM
2024 (111)	2ND TIME IN: 1:00:00 PM	2ND TIME OUT: 5:32:00 PM	10 min 40 sec				PM WORKED: 4 hrs. 0 min. 0 sec.	366.				
Nov 11, 2024 (Mon)	1ST TIME IN: 8:16:48 AM 2ND TIME IN: 1:14:31 PM	1ST TIME OUT: 12:01:57 PM 2ND TIME OUT: 5:54:10 PM	AM LATE: 2 min 48 sec	2 mins 48 secs	No Undertime	0	AM WORKED: 3 hr/s. 57 min. 0 sec. PM WORKED: 4 hrs. 0 min. 0 sec.	7 hrs. 57 min. 0 sec.	2 min/s, 48 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM
Nov 12, 2024 (Tue)	1ST TIME IN: 8:07:42 AM 2ND TIME IN: 1:26:38 PM	1ST TIME OUT: 12:01:05 PM 2ND TIME OUT: 5:40:24 PM	No Late	0	No Undertime	0	AM WORKED: 4 hr/s. 0 min. 0 sec. PM WORKED: 4 hrs. 0 min. 0 sec.	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	Present
Nov 13, 2024 (Wed)	1ST TIME IN: 8:10:22 AM 2ND TIME IN: 12:48:13 PM	1ST TIME OUT: 12:02:52 PM 2ND TIME OUT: 5:39:14 PM	No Late	0	No Undertime	0	AM WORKED: 4 hr/s. 0 min. 0 sec. PM WORKED: 4 hrs. 0 min. 0 sec.	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	Present
Nov 14, 2024 (Thu)	1ST TIME IN: 8:29:53 AM 2ND TIME IN: 1:25:03 PM	1ST TIME OUT: 12:17:01 PM 2ND TIME OUT: 5:34:35 PM	AM LATE: 15 min 53 sec	15 mins 53 secs	No Undertime	0	AM WORKED: 3 hr/s. 44 min. 0 sec. PM WORKED: 4 hrs. 0 min. 0 sec.	7 hrs. 43 min. 55 sec.	15 min/s, 53 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM
Nov 15, 2024 (Fri)	1ST TIME IN: 8:27:59 AM 2ND TIME IN: 1:24:41 PM	1ST TIME OUT: 12:02:33 PM 2ND TIME OUT: 5:58:26 PM	AM LATE: 13 min 59 sec	13 mins 59 secs	No Undertime	0	AM WORKED: 3 hr/s. 46 min. 0 sec. PM WORKED: 4 hrs. 0 min. 0 sec.	7 hrs. 45 min. 49 sec.	13 min/s, 59 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM

Date	Time In	Time Out	Late AM PM	TotalLate	UnderTime AM PM	Total Undertime	Total HoursAM & PM	Total Hours Rendered	Total Deduction (late + undertime)	Total Absent	Required Hours	Remarks
Nov 18, 2024 (Mon)	1ST TIME IN: 8:00:00 AM 2ND TIME IN:	1ST TIME OUT: 12:00:00 PM 2ND TIME	No Late	e 0	No Undertime	0	AM WORKED: 4 hr/s. 0 min. 0 sec. PM WORKED: 4 hrs. 0 min. 0	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	On Leave Whole Day
	1:30:00 PM	OUT: 5:30:00 PM					sec.					
	1ST TIME IN:	1ST TIME OUT:					AM WORKED: 4 hr/s. 0 min. 0		0	0	8 hr/s, 0 min/s	
Nov 19, 2024 (Tue)	8:05:03 AM 2ND TIME	12:07:07 PM 2ND TIME	No Late	0	No Undertime	0	sec. PM WORKED:	8 hrs. 0 min. 0 sec.				Present
	IN: 1:29:20 PM	OUT: 5:32:35 PM					4 hrs. 0 min. 0 sec.					
	1ST TIME IN:	1ST TIME OUT:	No Late	0	No Undertime	0	AM WORKED: 4 hr/s. 0 min. 0	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	Present
Nov 20, 2024 (Wed)	8:08:24 AM 2ND TIME	12:15:21 PM 2ND TIME					PM WORKED:					
	IN: 1:29:19 PM	OUT: 5:38:51 PM					4 hrs. 0 min. 0 sec.					
Nov 21, 2024 (Thu)	1ST TIME IN: 7:48:32 AM	1ST TIME OUT: 1:27:19 PM	No Late	No Late 0	No Undertime	0	AM WORKED: 4 hr/s. 0 min. 0 sec. PM WORKED:	4 hrs. 0 min. 0 sec.	0	4 hr/s	8 hr/s, 0 min/s	Present Morning, Absent Afternoon
	2ND TIME IN: 5:39:05 PM	2ND TIME OUT:					0 hrs. 0 min. 0 sec.					
Nov 22,	1ST TIME IN: 8:31:41 AM	1ST TIME OUT: 12:21:16 PM	AM LATE: 17 min 41 sec	17 mins	No Undertime	0	AM WORKED: 3 hr/s. 42 min. 0 sec.	7 hrs. 42 min. 7 sec.	17 min/s, 41 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM
2024 (Fri)	2ND TIME IN: 1:27:46 PM	2ND TIME OUT:		41 secs	INO Undertime		PM WORKED: 4 hrs. 0 min. 0 sec.					
	1:27:46 PIVI	5:33:40 PM										
	1ST TIME IN: 8:22:39 AM	1ST TIME OUT:	AM LATE:	8 mins 39 secs	No Undertime	0	AM WORKED: 3 hr/s. 51 min. 0 sec.	7 hrs. 51 min. 9 sec.	8 min/s, 39 sec	12 sec	8 hr/s, 0 min/s	Present - Late AM
Nov 26, 2024 (Tue)	2ND TIME IN:	12:05:44 PM 2ND TIME	8 min 39				PM WORKED: 4 hrs. 0 min. 0					
	1:27:55 PM	OUT: 5:35:39 PM	sec				sec.					

Date	Time In	Time Out	Late AM PM	TotalLate	UnderTime AM PM	Total Undertime	Total HoursAM & PM	Total Hours Rendered	Total Deduction (late + undertime)	Total Absent	Required Hours	Remarks
	1ST TIME IN:				No Undertime			0	0	8 hr/s	8 hr/s, 0 min/s	
Nov 27, 2024 (Wed)	5:37:55 PM	No Check- Outs	No Late	0		0	0					Invalid Attendance
	2ND TIME IN:											
	1ST TIME IN:	1ST TIME	No Late	0	No Undertime	0	AM WORKED:	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	On Leave Whole Day
Nov 28,	8:00:00 AM	OUT: 12:00:00 PM					4 hr/s. 0 min. 0 sec.					
2024 (Thu)	2ND TIME IN:	2ND TIME					PM WORKED: 4 hrs. 0 min. 0					
	1:30:00 PM	OUT: 5:30:00 PM					sec.					
	1ST TIME IN:	1ST TIME OUT:	No Late	0		0	AM WORKED: 4 hr/s. 0 min. 0	8 hrs. 0 min. 0 sec.	0	0	8 hr/s, 0 min/s	On Official Travel Whole Day
Nov 29,	8:00:00 AM	12:00:00 PM			No Undertime		sec.					
2024 (Fri)	2ND TIME IN:	2ND TIME OUT:					PM WORKED: 4 hrs. 0 min. 0					
	1:30:00 PM	5:30:00 PM					sec.					

Duty Hours To Be Rendered	Total Time Rendered	Total Time Deduction (Late + Undertime + Absent Hours)	Total Late	Total Undertime	Total Absent
160 hr/s from (20 days total hour)	146 hr/s, 35 min/s 39 sec	13 hr/s, 24 min/s 21 sec	1 hr/s, 22 min/s 56 sec	0 hr/s, 0 min/s, 0 sec	12 hr/s, 1 min/s 24 sec