

**DAILY TIME RECORD**  
**EDSEL MATT OTACAN MORALES**  
 (NAME)

For the month of March 1-15 2020  
 Official Hours for Reg. Days  
 Arrival and Departure Saturdays

Day	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
01						
02	7:52am	12:07pm	12:07pm	8:44pm		
03	7:56am			5:12pm		
04	7:53am	12:07pm	12:07pm	7:07pm		
05	8:17am	12:41pm	12:41pm			
06	7:56am	12:41pm	12:41pm	5:10pm		
07						
08						
09	7:57am	12:19pm	12:19pm	7:47pm		
10	8:02am	12:04pm	12:04pm			
11	7:45am	12:04pm	12:04pm	5:23pm		
12			6:00pm	8:30pm		
13	WORK FROM HOME					
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total						

I CERTIFY on my honor that the above is a 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.

EDSEL MATT OTACAN MORALES  
 Verified as to the prescribed office hours

DR.ROLYN C. DAGUIL  
 In-charge

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