CodrLabworks

INFO REFERRENCE

EMPLOYEE:	MONKEY D. LUFFY
SUPERVISOR:	SHANKS
Month	November, 2019
Start Day	1
End Day	15

REFERENCE TIME

8:00 AM	12:00 PM	1:00 PM	5:00 PM

OVERRIDE CONTROL

DISABLED-OFF	HIDE

Undertime Breakdown

WorkDays				Arrival	Departure	Sub Total	Arrival	Departure	Sub Total	TOTAL
WorkDays	Included	Absent								
						-			-	-
						-			-	-
						-			-	-
1	1		23			23			-	23
1	1		23			23			-	23
1	1		240			240	3		3	243
1	1		54			54			-	54
1	1		53			53			-	53
						-			-	-
						-			-	-
1	1	1	240	10		240	10		10	250
1	1	1				-			-	-
1	1					-			-	-
1	1		29			29			-	29
1	1		19			19	4		4	23
						-			-	-
						-			-	-
1						-			-	-
1						-			-	-
1						-			-	-
1						-			-	-
1						-			-	-
1						-			-	-
1						-			-	-
1						-			-	-
1						-			-	-
1						-			-	-
1						-			-	-

TOTAL w WORKING DAYS

| Total: | 20 | 10 | 2 | | | | | | | 675 |

Total Accumilated Minutes: 675

OVERRIDE CALCULATION CONFIGURATIONS

FLEXY-TIME SETTINGS "oOo"
Enable Custom TimeIN/TimeOut for Flexy Time Schedules.

RESET TIME REF. — APPLY?:OFF

BYPASS - REFERENCE TIME

WORK DAYS		HALF-DAY (FORCED HALFDAY)		ABSENCES			AM		PM		DAY
ENABLE MODIFICATION	MORNING	AFTERNOON	AM RST	PM RST	RST	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE		
RESET						08:00 AM	12:00 PM	01:00 PM	05:00 PM		1
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		2
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		3
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		4
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		5
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		6
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		7
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		8
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		9
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		10
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		11
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		12
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		13
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		14
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		15
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		16
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		17
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		18
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		19
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		20
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		21
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		22
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		23
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		24
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		25
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		26
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		27
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		28
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		29
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		30
						08:00 AM	12:00 PM	01:00 PM	05:00 PM		31

Note:
- This form is dependent on proper data input. (indicate proper holidays and daysoff as it will affect the total working days)
- A blank time-in will be considered as a working day and will reflect as an absent.
- For holidays I suggest you merge all four cells and input the word "Holiday" or "Saturday"/"Sunday" for consistency, eitherway any text inside a merge-cell, the form will treat it as non working day.
- *USE SHORCUT "CTRL + M" to merge cells and "CTRL + U" to unmerge cells or "CTRL + F" to format the DTR.

This form was made for the exigency of Contract of Service Employees for automated calculation of DTR to DV, and create a standard format for printing.

— CodR Christian. Arvin

DAILY TIME RECORD

MONKEY D. LUFFY (Name)

For the month of: **November, 2019**

Official hours for arrival and departure: Regular days 08:00 AM 12:00 PM -01:00 PM 05:00 PM / Saturdays

Day	AM Arrival	AM Departure	PM Arrival	PM Departure	Undertime Hours	Undertime Minutes
1	HOLIDAY					
2	Saturday					
3	Sunday					
4	07:40 AM	12:00 PM	12:01 PM	05:08 PM		
5	08:23 AM	12:00 PM	12:01 PM	05:42 PM		
6			01:03 PM	06:18 PM		
7	08:54 AM	12:13 PM	12:14 PM	05:30 PM		
8	08:53 AM	12:34 PM	12:35 PM	05:03 PM		
9	Saturday					
10	Sunday					
11			01:10 PM	06:13 PM		
12						
13						
14	08:25 AM	12:01 PM	12:02 PM	06:35 PM		
15	08:19 AM	12:30 PM	01:04 PM			
16	Saturday					
17	Sunday					
18						
19						
20						
21						
22						
23	Saturday					
24	Sunday					
25						
26						
27						
28						
29						
30	Saturday					
				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.

MONKEY D. LUFFY

VERIFIED as to the prescribed office hours:

SHANKS
In Charge

(SEE INSTRUCTION ON BACK)

Civil Service Form No.48

DAILY TIME RECORD
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MONKEY D. LUFFY
(Name)

For the month of **November, 2019**

Official hours for arrival and departure

Regular days	08:00 AM 12:00 PM - 01:00 PM 05:00 PM
Saturdays	

Day	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	HOLIDAY					
2	Saturday					
3	Sunday					
4	07:40 AM	12:40 PM	12:41 PM	05:08 PM		
5	08:23 AM	12:00 PM	12:01 PM	05:42 PM		
6			01:03 PM	06:18 PM		
7	08:54 AM	12:13 PM	12:14 PM	05:30 PM		
8	08:53 AM	12:34 PM	12:35 PM	05:03 PM		
9	Saturday					
10	Sunday					
11			01:10 PM	06:13 PM		
12						
13						
14	08:29 AM	12:41 PM	12:42 PM	06:35 PM		
15	08:19 AM	12:30 PM	01:04 PM			
16	Saturday					
17	Sunday					
18						
19						
20						
21						
22						
23	Saturday					
24	Sunday					
25						
26						
27						
28						
29						
30	Saturday					
				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.

MONKEY D. LUFFY

VERIFIED as to the prescribed office hours:

SHANKS

In Charge
(SEE INSTRUCTIONSON BACK)

Department of Information and Communications Technology

Entity Name

DISBURSEMENT VOUCHER

Fund Cluster :
EC BIRINGAN CLUSTER
Date : November 15, 2019
DV No. :

Mode of Payment	☐ MDS Check	☐ Commercial Check	☐ ADA	X Others (Please Specify)	
Payee	**MONKEY D. LUFFY**		TIN /Employee No. **000-000-000**		ORS/BURS No.
Address	**BIRINGAN**				

Particulars	Responsibility Center	MFO/PAP	Amount
Payment for the services rendered as ENGINEER II under the GOVNET - BIRINGAN Project in BIRINGAN. For the period of November 1, 2019 to November 15, 2019			₱ 6,068.32
November 1-15 rate: 10,000.00 Daily rate: 1,000.00			
Working days: 10 day(s) x 1000.00 /day ₱ 10,000.00 Absent: 2 day(s) x 1000.00 /day - 2,000.00 Undertime: 675 min(s) x 2.08 /min - 1,404.00 Total: ₱ 6,596.00			
Gross Compensation November 1-15, 2019: 6,596.00 Less: Tax Witheld 3% GMP - 197.88 5% EWT - 329.80 Total: ₱ 6,068.32			
Amount Due			₱ 6,068.32

A. Certified: Expenses/Cash Advance Necessary, lawful and incurred under my direct supervision
ENGR. DONYA FLORITA TECHNICAL OPERATIONS DIVISION Printed Name, Designation and Signature of Supervisor

B. Accounting Entry

Accounting Title	UACS CODE	Debit	Credit

C. Certified:	**D. Approved for Payment**
☐ Cash Available ☐ Subject to Authority to Debit Account (when applicable) ☐ Supporting documents complete and amount claimed proper	Six Thousand Sixty Eight and 32/100 Pesos Only
Signature	Signature
Printed Name AMET JUDILES	Printed Name ENGR. UNCONSISOU LOIRE
Position Budget/Finance Officer Head, Accounting Unit/Authorized Representative	Position OFFICE OF THE REGIONAL DIRECTOR Agency Head/Authorized Representative
Date	Date

E. Receipt of Payment			
Check/ ADA No. :	Date:	Bank Name & Account Number:	JEV No.
Signature:	Date:	Printed Name: **MONKEY D. LUFFY**	Date:
Official Receipt No. & Date/Other Documents			