

DAILY TIME RECORD

Employee Name: Pacatiw, Hobel L.

For the Month of: Jan 2023

Official Hours of Arrival
and Departure

Regular Days: 18
Saturdays:

DAY	AM		PM		UNDERTIME	
	ARRIVE	DEPART	ARRIVE	DEPART	HOURS	MINUTES
1	07:45	12:06	12:38	18:00		
2	07:43	12:04	12:32	17:14		
3	08:52	12:02	12:50	17:58		
4						
5						
6	07:42	12:03	12:54	16:55		
7	08:20	12:03	12:32	17:38		
8	08:36	12:12	12:37	17:44		
9	07:41	12:02	12:52	17:14		
10						
11						
12						
13	07:47	12:03	12:43	17:01		
14	08:55	12:20	12:58	17:58		
15	07:08	12:07	12:54	16:29		
16	07:54	12:03	12:45	17:22		
17	08:29	12:02	12:32	17:34		
18						
19						
20						
21	08:46	12:09	12:57	17:56		
22	08:35	12:03	12:52	17:39		
23	07:48	12:03	12:50	17:18		
24						
25						
26						
27	07:38	12:03	12:48	16:47		
28	08:57	12:03	12:41			
29						
30						
31				17:38		

I certify on my honor that the above is a true and correct report of the hours worked performed, record of which was made daily at the time of arrival and departure from office.

Signature

Verified as to the prescribed office hours

Signature of In-Charge/Supervisor

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