

Department of Social Welfare & Development V

Regional Government Site Rawis
Legazpi City
Philippines

fo5.dswd.gov.ph

Daily Time Record for the period of 06/16/2022 to 06/30/2022

Legend :

LOW - Length Of Work WD - Whole Day
OT - Over Time HD - Half Day
UT - Under Time HDL - Half Day
LT - Lates Leave
ND - Night Differential

Note : *** All the computations below are in hours and minutes format.

Employee No. : **05-0431**

Name : **ASPA, RODEL LOBETE**

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
16	Thu	08:11	12:00	12:08	17:12			07.49			00.11					
17	Fri														Absent	
18	Sat														Absent	Sat
19	Sun														Absent	Sun
20	Mon														Absent	
21	Tue	08:42	12:11	12:20	17:42			07.18			00.42					
22	Wed	08:27	12:16	12:23	17:35			07.33			00.27					
23	Thu	08:28	12:10	12:18	17:30			07.32			00.28					
24	Fri	08:08	12:00	12:51				03.52			00.08				Half Day	
25	Sat														Absent	Sat
26	Sun														Absent	Sun
27	Mon	07:54	12:08	12:16	17:05			08.00								
28	Tue	08:19	12:04	12:13	17:22			07.41			00.19					
29	Wed	08:41	12:23	12:30	17:53			07.19			00.41					
30	Thu	07:58	12:05	12:47	17:12			08.00								

T O T A L

	REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW :	65.04	0.00	0.00	0.00	0.00	0.00
OT :	0.00	0.00	0.00	0.00	0.00	0.00
ND :	0.00	0.00	0.00	0.00	0.00	0.00
OT ND :	0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 8.5	Absences : 6.5
Special Holiday : 0.0	Day-Off : 0.0
Legal Holiday : 0.0	LATES : 176
Leave : 0.0	UT : 0

I certify that the entries on this record, which were made by myself daily at the time of arrival at and departure from office are true and correct.

Employee's Signature

Authorized Official

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Employee No. : **05-5119**

Name : **ATOS, JAMES ANDREW DELA CRUZ**

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
16	Thu	08:04	12:09	12:17	17:08			07.56			00.04					
17	Fri														Absent	
18	Sat														Day-Off	Sat
19	Sun														Day-Off	Sun
20	Mon														Absent	
21	Tue	07:55	12:11	12:20	17:17			08.00								
22	Wed	08:53	12:16	12:23	17:01			07.07			00.53					
23	Thu	08:24	12:12	12:24	17:03			07.36			00.24					
24	Fri	08:10	12:02	12:08				03.50			00.10				Half Day	
25	Sat														Day-Off	Sat
26	Sun														Day-Off	Sun
27	Mon	08:41	12:08	12:16	17:05			07.19			00.41					
28	Tue	09:02	12:05	12:12	17:42			06.58			01.02					
29	Wed	08:18	12:11	12:49	17:26			07.42			00.18					
30	Thu	07:45	12:09	12:18	17:00			08.00								

T O T A L

	REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW :	64.28	0.00	0.00	0.00	0.00	0.00
OT :	0.00	0.00	0.00	0.00	0.00	0.00
ND :	0.00	0.00	0.00	0.00	0.00	0.00
OT ND :	0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 8.5	Absences : 2.5
Special Holiday : 0.0	Day-Off : 4.0
Legal Holiday : 0.0	LATES : 212
Leave : 0.0	UT : 0

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Employee No. : **05-6371**

Name : **BARBACENA, JOZAR P.**

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
16	Thu	08:03	12:08	12:17	17:16			07.57			00.03					
17	Fri														Absent	
18	Sat														Day-Off	Sat
19	Sun														Day-Off	Sun
20	Mon	07:40	12:02	12:25	17:04			08.00								
21	Tue	08:19	12:18	12:26	17:20			07.41			00.19					
22	Wed	08:12	12:01	12:30	17:16			07.48			00.12					
23	Thu	07:58	12:12	12:24	17:03			08.00								
24	Fri	08:15	12:02	12:10	17:16			07.45			00.15					
25	Sat														Day-Off	Sat
26	Sun														Day-Off	Sun
27	Mon	07:13	12:01	12:08	17:06			08.00								
28	Tue	08:05	12:49	12:56	17:19			07.55			00.05					
29	Wed	07:58	12:22	12:30	17:53			08.00								
30	Thu		12:05	12:47	17:06			04.00							Half Day	

T O T A L

	REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW :	75.06	0.00	0.00	0.00	0.00	0.00
OT :	0.00	0.00	0.00	0.00	0.00	0.00
ND :	0.00	0.00	0.00	0.00	0.00	0.00
OT ND :	0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 9.5	Absences : 1.5
Special Holiday : 0.0	Day-Off : 4.0
Legal Holiday : 0.0	LATES : 54
Leave : 0.0	UT : 0

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Employee No. : **05-5121**

Name : **BARCELON, ROSE ANN**

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
16	Thu	07:57	12:08	12:17	17:10			08.00								
17	Fri														Absent	
18	Sat														Day-Off	Sat
19	Sun														Day-Off	Sun
20	Mon	07:50	12:05	12:16	17:05			08.00								
21	Tue	08:21	12:10	12:19	17:23			07.39			00.21					
22	Wed	07:57	12:06	12:13	17:12			08.00								
23	Thu	08:00	12:12	12:24	17:03			08.00								
24	Fri	08:00	12:03	12:10	17:01			08.00								
25	Sat														Day-Off	Sat
26	Sun														Day-Off	Sun
27	Mon														Absent	
28	Tue	07:51	12:04	12:12	17:05			08.00								
29	Wed	08:03	12:15	12:23	17:14			07.57			00.03					
30	Thu	08:11	12:09	12:18	17:12			07.49			00.11					

T O T A L

	REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW :	71.25	0.00	0.00	0.00	0.00	0.00
OT :	0.00	0.00	0.00	0.00	0.00	0.00
ND :	0.00	0.00	0.00	0.00	0.00	0.00
OT ND :	0.00	0.00	0.00	0.00	0.00	0.00

Day Work : 9.0	Absences : 2.0
Special Holiday : 0.0	Day-Off : 4.0
Legal Holiday : 0.0	LATES : 35
Leave : 0.0	UT : 0

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Employee No. : **05-5118**

Name : **BUENO, NICK JOHN MANZANADES**

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
16	Thu														Absent	
17	Fri														Absent	
18	Sat														Day-Off	Sat
19	Sun														Day-Off	Sun
20	Mon	08:42	12:27	12:39	18:17			07.18			00.42					
21	Tue	08:41	12:11	12:20	17:34			07.19			00.41					
22	Wed	08:26	12:16	12:24	17:11			07.34			00.26					
23	Thu														Absent	
24	Fri														Absent	
25	Sat														Day-Off	Sat
26	Sun														Day-Off	Sun
27	Mon	08:22	12:08	12:16	17:23			07.38			00.22					
28	Tue	08:29	12:05	12:13	17:42			07.31			00.29					
29	Wed	08:10	12:11	12:49	17:26			07.50			00.10					
30	Thu	07:38	12:09	12:18	17:00			08.00								

T O T A L

	REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW :	53.10	0.00	0.00	0.00	0.00	0.00
OT :	0.00	0.00	0.00	0.00	0.00	0.00
ND :	0.00	0.00	0.00	0.00	0.00	0.00
OT ND :	0.00	0.00	0.00	0.00	0.00	0.00

Day Work :	7.0	Absences :	4.0
Special Holiday :	0.0	Day-Off :	4.0
Legal Holiday :	0.0	LATES :	170
Leave :	0.0	UT :	0

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Employee No. : **05-5301**

Name : **FRANCIA, MELISSA JANE ESTRELLA**

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
16	Thu	07:30	12:03	12:26	16:36			07.36		00.24						
17	Fri														Absent	
18	Sat														Day-Off	Sat
19	Sun														Day-Off	Sun
20	Mon	07:37	12:05	12:13	17:00			08.00								
21	Tue														Absent	
22	Wed														Absent	
23	Thu														Absent	
24	Fri	07:30	12:20	12:27	17:10			08.00								
25	Sat														Day-Off	Sat
26	Sun														Day-Off	Sun
27	Mon														Absent	
28	Tue														Absent	
29	Wed														Absent	
30	Thu														Absent	

T O T A L

	REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW :	23.36	0.00	0.00	0.00	0.00	0.00
OT :	0.00	0.00	0.00	0.00	0.00	0.00
ND :	0.00	0.00	0.00	0.00	0.00	0.00
OT ND :	0.00	0.00	0.00	0.00	0.00	0.00

Day Work :	3.0	Absences :	8.0
Special Holiday :	0.0	Day-Off :	4.0
Legal Holiday :	0.0	LATES :	0
Leave :	0.0	UT :	24

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Employee No. : **05-6292**

Name : **LOPO, ELAINE GAY**

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others	
			Out	In		In	Out						REG	OT	Status	Holidays
16	Thu														Absent	
17	Fri														Absent	
18	Sat														Day-Off	Sat
19	Sun														Day-Off	Sun
20	Mon	07:13	12:07	12:47	16:33			07.33		00.27						
21	Tue														Absent	
22	Wed														Absent	
23	Thu														Absent	
24	Fri														Absent	
25	Sat														Day-Off	Sat
26	Sun														Day-Off	Sun
27	Mon														Absent	
28	Tue														Absent	
29	Wed	07:08	12:09	12:23	16:42			07.42		00.18						
30	Thu	07:08	12:15	12:37	16:53			07.53		00.07						

T O T A L

	REG	OFF	SHP	LHP	SHP/OFF	LHP/OFF
LOW :	23.08	0.00	0.00	0.00	0.00	0.00
OT :	0.00	0.00	0.00	0.00	0.00	0.00
ND :	0.00	0.00	0.00	0.00	0.00	0.00
OT ND :	0.00	0.00	0.00	0.00	0.00	0.00

Day Work :	3.0	Absences :	8.0
Special Holiday :	0.0	Day-Off :	4.0
Legal Holiday :	0.0	LATES :	0
Leave :	0.0	UT :	52

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