

# DAILY TIME RECORD

**Irene Castro Baluis**

(Name)

For the month of January 01 - January 31, 2020

Official hours of arrival Regular 08:00 AM - 17:00 PM  
and departure Saturdays 08:00 AM - 17:00 PM

Days	A.M		P.M		UNDERTIME	
	ARRIVAL	DEPART- URE	ARRIVAL	DEPART- URE	Hours	Minutes
1 Wed	X	X	X	X		
2 Thu	08:04 AM	12:20 PM	12:21 PM	17:34 PM		4
3 Fri	08:07 AM	12:45 PM	12:45 PM	17:25 PM		7
4 Sat						
5 Sun						
6 Mon	07:28 AM	12:21 PM	12:22 PM	18:57 PM		
7 Tue	07:58 AM	X	X	16:24 PM		
8 Wed	07:35 AM	12:38 PM	12:38 PM	17:18 PM		
9 Thu	07:53 AM	12:23 PM	12:24 PM	17:37 PM		
10 Fri	08:02 AM	12:20 PM	12:23 PM	17:35 PM		2
11 Sat						
12 Sun						
13 Mon	08:05 AM	12:08 PM	12:10 PM	X		5
14 Tue	08:00 AM	12:10 PM	12:11 PM	17:13 PM		
15 Wed	09:03 AM	12:01 PM	12:13 PM	17:52 PM	1	3
16 Thu						
17 Fri						
18 Sat						
19 Sun						
20 Mon						
21 Tue						
22 Wed						
23 Thu						
24 Fri						
25 Sat						
26 Sun						
27 Mon						
28 Tue						
29 Wed						
30 Thu						
31 Fri						
TOTAL					1.0 h	21.0 m

*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*

**Irene Castro Baluis**

VERIFIED as to the prescribed office

In-Charge

**OFFICE OF THE HRM  
RELEASED**

**Time:** 02.35 PM

**Date:** 13/02/2021

**By:** RUTH S. DESAMPARO, MPA

**ASSCAT, BUNAWAN, AGUSAN DEL SUR**