

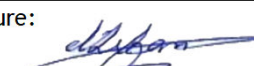


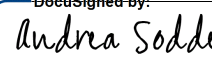
# Manual Monthly Time Sheet




Name: <b>ABID IRFAN</b>	PPT. No.:	Project No:	From: <b>01 Oct 2025</b>
Designation: <b>HSE OFFICER</b>	B. No.: <b>N.UG0103</b>	Location: <b>H&amp;G PROJECT PKG 1- GOP</b>	To: <b>31 Oct 2025</b>
			Date: <b>22-Oct-25</b>

	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Job Code	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total (Hrs)
Normal Hours	10	10	10	10	5	10	10	10	10	10	10	5	10	10	10	10	10	10	5	10	10	10	10	10	10	5	10	10	10	10	10	290
Fixed Over Time ( Restricted to those contratuallly eligible for FOT)																																0
Current Month OT (Restricted to Weekends & public Holidays Only)																																0
Previous Month OT																																0

Employee Signature
Name: <b>ABID IRFAN</b>
Signature: 
Date: <b>22-Oct-25</b>

Manager / Admin
Name: <b>ANDREA SODDE</b>
Signature:  DocuSigned by: Andrea Sodde
Date: 0462C11DBAD5453...

Project Approval
Name:
Signature:  Signed by: Severino R Dizon
Date: 8F4BCE4E6D0C4F3...

In order to easily read your Time Sheet, please use as follows;

Time Sheet Legend
P/8 - Normal contract hours are 8
P/10 - Normal contract hours are 10
W - Week-end
H - National Holiday
AL Annual Leave
RR Rest & Recreation
SL Sick Leave
CL Compassionate Leave
UL Unpaid Leave

For Junior Staff Only		
Contractual Hrs		Remarks
Normal	FOT	
8	2	Use FOT row to enter FOT hours. Use OT row for weekends & PH up to max. of 10 hours
8	0	Use OT row to enter max 2 hours OT during workweek and up to max. of 10 hours on weekends & PH
10	0	No FOT or OT entries allowed during workweek. Up to max 10 hours allowed on weekends & PH

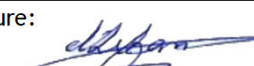


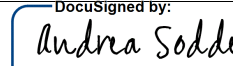
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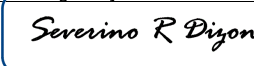


Name: <b>ABID IRFAN</b>	PPT. No.:	Project No:	From: <b>26 Sep 2025</b>
Designation: <b>HSE OFFICER</b>	B. No.: <b>N.UG0103</b>	Location: <b>H&amp;G PROJECT PKG 1- GOP</b>	To: <b>30 Oct 2025</b>
			Date: <b>22-Oct-25</b>

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Sat	
Job Code	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		Total (Hrs)
Normal Hours																										10	10	5	10	10		45
Fixed Over Time ( Restricted to those contratually eligible for FOT)																																0
Current Month OT (Restricted to Weekends & public Holidays Only)																																0
Previous Month OT																																0

<b>Employee Signature</b>
Name: <b>ABID IRFAN</b>
Signature: 
Date: <b>22-Oct-25</b>

<b>Manager / Admin</b>
Name: <b>ANDREA SODDE</b>
Signature:  DocuSigned by: Andrea Sodde
Date: 0462C11DBAD5453...

<b>Project Approval</b>
Name:
Signature:  Signed by: Severino R Dizon
Date: 0F4BCE1E0D8C4F3...

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