

DAILY TIME RECORD

Admin

For the days of 2024-12-01 - 2024-12-31

Official hours for Regular days 7
arrival and departure Weekend days 0

Date	AM		PM		Hours	Remarks
	Arrival	Departure	Arrival	Departure		
01 Sun	08:00	21:00			13	
02 Mon	08:00	13:00	15:00	18:00	8	
03 Tue	08:00	14:00	15:00	18:00	9	
04 Wed	08:00	21:00			13	pto 8 hrs
05 Thu	08:00	21:00			13	
06 Fri	08:00	21:00			13	pto 8 hrs
07 Sat						pto 8 hrs
08 Sun						
09 Mon						
10 Tue	05:43	17:43			12	
11 Wed						
12 Thu						
13 Fri						
14 Sat						
15 Sun						
16 Mon						
17 Tue						
18 Wed						
19 Thu						
20 Fri						
21 Sat						
22 Sun						
23 Mon						
24 Tue						
25 Wed						
26 Thu						
27 Fri						
28 Sat						
29 Sun						
30 Mon						
31 Tue						
Total:					81	pto 24 hrs

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

Admin

VERIFIED as to the prescribed office hours:

DEPARTMENT HEAD