



## **IMPLEMENTATION**

**I.1. The institution implements rules on the attendance of the faculty in their respective classes and other academic related activities.**

SECT SUKISAO CITY  
 RECEIVED  
 DATE: APR 02 2018  
 TIAL

Civil Service Form No. 48

DAILY TIME RECORD

Name: MONALEE A. DELA CERNA  
 For the month of: March 2018  
 Office Hour: Arrival \_\_\_\_\_  
 Departure \_\_\_\_\_

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1					
2	} CALAMITY LEAVE				
3					
4					
5	CALAMITY LEAVE				
6	8:05 AM	12:25 PM	12:41 PM	5:20 PM	
7	} CALAMITY LEAVE				
8	7:48 AM	12:33 PM	12:40 PM	5:07 PM	
9					
10					
11					
12	7:55 AM	12:05 PM	12:49 PM	7:46 PM	
13	OFFICIAL TRAVEL				
14	8:01 AM	12:08 PM	12:50 PM	6:49 PM	
15	7:52 AM	12:04 PM	12:42 PM	6:29 PM	
16	LEAVE of SERVICE CREDIT				
17					
18					
19					
20	} LEAVE of SERVICE CREDIT				
21	} LEAVE of SERVICE CREDIT				
22	} LEAVE of SERVICE CREDIT				
23	} LEAVE of SERVICE CREDIT				
24	} LEAVE of SERVICE CREDIT				
25	} LEAVE of SERVICE CREDIT				
26	} LEAVE of SERVICE CREDIT				
27	} LEAVE of SERVICE CREDIT				
28	} LEAVE of SERVICE CREDIT				
29	} HOLY WEEK				
30	} HOLY WEEK				
31					

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

[Signature]  
 Employee Signature

Verified as to the prescribed office hours:

[Signature]  
 Engr. Alexis P. Espaldon  
 In-Charge

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	Arrival	Departure	Arrival	Departure	
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4					
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22	} LEAVE of SERVICE CREDIT				
23	} LEAVE of SERVICE CREDIT				
24	} LEAVE of SERVICE CREDIT				
25	} LEAVE of SERVICE CREDIT				
26	} LEAVE of SERVICE CREDIT				
27	} LEAVE of SERVICE CREDIT				
28	} LEAVE of SERVICE CREDIT				
29	} HOLY WEEK				
30	} HOLY WEEK				
31					

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 In-Charge

**DAILY TIME RECORD**

Name: **MONALEE A. DELA CERNA**

For the month of: **February 2018**

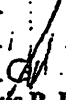
Office Hour: Arrival \_\_\_\_\_  
Departure \_\_\_\_\_

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	SERVICE CREDIT - LEAVE				
2	7:59 AM	12:28 PM	12:43 PM	5:09 PM	
3	7:47 AM	12:02 PM	12:44 PM	6:40 PM	
4					
5	7:58 AM	12:09 PM	12:35 PM	5:10 PM	
6	8:01 AM	12:01 PM	12:32 PM	5:30 PM	
7	8:08 AM	12:09 PM	12:32 PM	6:33 PM	
8	7:50 AM	12:01 PM	12:44 PM	5:07 PM	
9					
10	7:49 AM	12:30 PM	12:35 PM	6:00 PM	
11					
12	8:02 AM	12:26 PM	12:31 PM	5:07 PM	
13	7:50 AM	TYPHOON	BASSANO		
14	8:00 AM	12:00 PM	1:00 PM	7:00 PM	
15	SERVICE CREDIT - LEAVE				
16	HOLIDAY - CHINESE NEW YEAR				
17	8:07 AM	12:24 PM	12:45 PM	6:19 PM	
18					
19	8:03 AM	12:11 PM	12:55 PM	5:23 PM	
20	7:56 AM	12:26 PM	12:42 PM	5:04 PM	
21	7:51 AM	12:08 PM	12:42 PM	6:37 PM	
22	7:59 AM	12:24 PM	12:46 PM	5:23 PM	
23	8:16 AM	12:28 PM	12:52 PM	7:30 PM	
24					
25					
26	8:09 AM	12:29 PM	12:44 PM	5:13 PM	
27	8:04 AM	12:17 PM	12:32 PM	5:17 PM	
28	8:02 AM	12:05 PM	12:35 PM	6:57 PM	
29					
30					
31					

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Engr. Alexis P. Espaldon  
In-Charge

RECEIVED  
MAR 1 2018  
H R B

**DAILY TIME RECORD**

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6	8:01 AM	12:01 PM	12:32 PM	5:30 PM	
7	8:08 AM	12:09 PM	12:32 PM	6:33 PM	
8	7:50 AM	12:01 PM	12:44 PM	5:07 PM	
9					
10	7:49 AM	12:30 PM	12:35 PM	6:00 PM	
11					
12	8:02 AM	12:26 PM	12:31 PM	5:07 PM	
13	7:50 AM	TYPHOON	BASSANO		
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Engr. Alexis P. Espaldon  
In-Charge

RECEIVED  
MAR 1 2018  
H R B

**RELEASED**

HRB  
**RELEASED**  
DATE: FEB 11 2018  
INITIAL: *[Signature]*

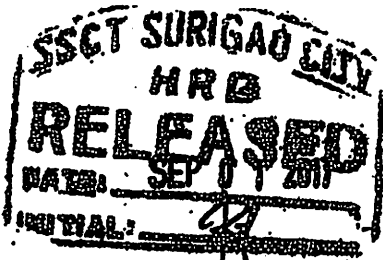
DATE	TIME	LOG
1/3/2018	8:16 AM	In
1/3/2018	12:21 PM	Out
1/3/2018	12:25 PM	In
1/3/2018	5:16 PM	Out
1/4/2018	8:19 AM	In
1/4/2018	12:39 PM	Out
1/4/2018	12:43 PM	In
1/4/2018	5:19 PM	Out
1/8/2018	7:50 AM	In
1/8/2018	12:35 PM	Out
1/8/2018	12:39 PM	In
1/8/2018	5:20 PM	Out
1/9/2018	8:09 AM	In
1/9/2018	12:41 PM	Out
1/9/2018	12:45 PM	In
1/9/2018	6:17 PM	Out
1/10/2018	8:03 AM	In
1/10/2018	12:04 PM	Out
1/10/2018	12:31 PM	In
1/10/2018	5:40 PM	Out
1/11/2018	7:58 AM	In
1/11/2018	12:32 PM	Out
1/11/2018	12:36 PM	In
1/11/2018	5:36 PM	Out
1/12/2018	7:50 AM	In
1/12/2018	8:08 AM	In
1/12/2018	12:29 PM	Out
1/12/2018	12:33 PM	In
1/12/2018	6:17 PM	Out
1/13/2018	8:01 AM	In
1/13/2018	12:27 PM	Out
1/13/2018	12:33 PM	In
1/13/2018	6:01 PM	Out
1/15/2018	7:50 AM	In
1/15/2018	12:18 PM	Out
1/15/2018	12:36 PM	In
1/15/2018	6:09 PM	Out
1/15/2018	8:03 AM	In
1/16/2018	12:26 PM	Out
1/16/2018	12:32 PM	In
1/17/2018	8:02 AM	In
1/17/2018	12:22 PM	Out
1/17/2018	12:48 PM	In
1/17/2018	7:37 PM	Out
1/18/2018	7:50 AM	In
1/18/2018	12:31 PM	Out
1/18/2018	12:35 PM	In
1/18/2018	6:41 PM	Out
1/19/2018	7:46 AM	In
1/19/2018	12:12 PM	Out

DATE	TIME	LOG
1/19/2018	12:58 PM	In
1/19/2018	7:28 PM	Out
1/20/2018	7:45 AM	In
1/20/2018	12:23 PM	Out
1/20/2018	12:33 PM	In
1/20/2018	6:01 PM	Out
1/22/2018	7:26 AM	In
1/22/2018	12:02 PM	Out
1/22/2018	12:40 PM	In
1/22/2018	5:32 PM	Out
1/23/2018	7:36 AM	In
1/23/2018	12:28 PM	In
1/23/2018	12:32 PM	In
1/23/2018	10:52 PM	Out
1/24/2018	7:58 AM	In
1/24/2018	12:25 PM	Out
1/24/2018	12:31 PM	In
1/24/2018	6:51 PM	Out
1/25/2018	7:37 AM	In
1/25/2018	12:24 PM	Out
1/25/2018	12:31 PM	In
1/25/2018	5:05 PM	Out
1/26/2018	7:48 AM	In
1/26/2018	12:03 PM	Out
1/26/2018	12:50 PM	In
1/26/2018	5:40 PM	Out
1/27/2018	7:43 AM	In
1/27/2018	12:47 PM	Out
1/27/2018	12:52 PM	In
1/27/2018	6:03 PM	Out
1/29/2018	8:01 AM	In
1/29/2018	12:26 PM	Out
1/29/2018	12:31 PM	In
1/29/2018	5:11 PM	Out
1/30/2018	7:54 AM	In
1/30/2018	12:05 PM	Out
1/30/2018	12:50 PM	In
1/30/2018	5:11 PM	Out

*[Handwritten signature]*

*[Handwritten signature]*

ENGR. ALBERTO ESPINOZA



CS Form 48

DAILY TIME RECORD

ALMA CHRISTIE C. REYNA (NAME)

For the month of AUGUST 2017

Official hours for arrival & departure:

Regular days:

Saturdays:

Table with columns: Day, A.M. Arrival, A.M. Departure, P.M. Arrival, P.M. Departure, Undertime Hours. Includes handwritten entries for leave and holidays.

I hereby certify on my honor that the above is true and correct reports of the hours work performed record of which was made daily to the time of arrival & departure from office.

Signature of ALMA CHRISTIE C. REYNA

Verified as to the prescribed office hours

ENGR. ALBERT P. ESPALDON, Chief, Eng'g Division



CS Form 48

DAILY TIME RECORD

ALMA CHRISTIE C. REYNA (NAME)

For the month of AUGUST 2017

Official hours for arrival & departure:

Regular days:

Saturdays:

Table with columns: Day, A.M. Arrival, A.M. Departure, P.M. Arrival, P.M. Departure, Undertime Hours. Includes handwritten entries for leave and holidays.

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