

**ATTENDANCE RECORD SHEET - December 2019**

**NAME:** Cyrel Joy Cogtas

**Passport No:**

**POST:**

DATE		Working Hours			Signature	Remarks
		FROM	TO	Total		
05-Dec	Thursday	10:00AM	7:00PM	9 Hours	Cyrel	
06-Dec	Friday	10:00AM	7:00PM	8 Hours	Cyrel	
07-Dec	Saturday	OFF	OFF	OFF	Cyrel	
08-Dec	Sunday	OFF	OFF	OFF	Cyrel	
09-Dec	Monday	6:00AM	3:00PM	8 Hours	Cyrel	
10-Dec	Tuesday	6:00AM	3:00PM	8 Hours	Cyrel	
				<b>33 HOURS</b>		

11-Dec	Wednesday	10:00AM	7:40PM	8 Hrs 40 mins	Cyrel Joy	
12-Dec	Thursday	10:00AM	7:00PM	8 Hours	Cyrel Joy	
13-Dec	Friday	10:00AM	7:00PM	8 Hours	Cyrel Joy	
14-Dec	Saturday	OFF	OFF	OFF	Cyrel Joy	
15-Dec	Sunday	OFF	OFF	OFF	Cyrel Joy	
16-Dec	Monday	6:00AM	3:00PM	8 Hours	Cyrel Joy	
17-Dec	Tuesday	6:00AM	3:00PM	8 Hours	Cyrel Joy	
				<b>40hrs 40mins</b>		

18-Dec	Wednesday	10:00AM	7:00PM	8 Hours	Cyrel Joy	
19-Dec	Thursday	10:00AM	7:00PM	8 Hours	Cyrel Joy	
20-Dec	Friday	10:00AM	7:00PM	8 Hours	Cyrel Joy	
21-Dec	Saturday	OFF	OFF	OFF	Cyrel Joy	
22-Dec	Sunday	OFF	OFF	OFF	Cyrel Joy	
23-Dec	Monday	9:00AM	7:00PM	8 Hours	Cyrel Joy	
24-Dec	Tuesday	9:00AM	7:00PM	8 Hours	Cyrel Joy	
				<b>40 HOURS</b>		

25-Dec	Wednesday	10:00AM	7:00PM	8 Hours	Cyrel Joy	
26-Dec	Thursday	10:00AM	7:00PM	8 Hours	Cyrel Joy	
27-Dec	Friday	10:00AM	7:00PM	9 Hours	Cyrel Joy	

28-Dec	Saturday	OFF	OFF	OFF	Cyrel Joy	
29-Dec	Sunday	OFF	OFF	OFF	Cyrel Joy	
30-Dec	Monday	9:00AM	6:00PM	8 Hours	Cyrel Joy	
31-Dec	Tuesday	10:00AM	7:00PM	8 Hours	Cyrel Joy	
				<b>41 HOURS</b>		
01-Jan	Wednesday	6:00AM	3:00PM	8 Hours	Cyrel Joy	
02-Jan	Thursday	10:00AM	7:00PM	8 Hours	Cyrel Joy	
03-Jan	Friday	10:00AM	7:00PM	8 Hours	Cyrel Joy	
04-Jan	Saturday	OFF	OFF	OFF	Cyrel Joy	
05-Jan	Sunday	OFF	OFF	OFF	Cyrel Joy	
				<b>24 HOURS</b>		

Prepared By: Cyrel Joy  
Signature: Cyrel

Date: January 5, 2020

Approved By:  
Signature:  
Name:  
Date: