

DAILY TIME RECORD

DTR Period: October 16 to 31 2021

NAME: Barca, Carlo Jay Caceres
COMPANY PN
POSITION: MIS Software Developer Associate
CAREER GRADE:

Date	Work From Home	Work In the Office	Remarks
Saturday, October 16 2021			Rest day
Sunday, October 17 2021			Rest day
Monday, October 18 2021	1.00		
Tuesday, October 19 2021		1.00	
Wednesday, October 20 2021	1.00		
Thursday, October 21 2021	1.00		
Friday, October 22 2021		1.00	
Saturday, October 23 2021			Rest day
Sunday, October 24 2021			Rest day
Monday, October 25 2021		1.00	
Tuesday, October 26 2021	1.00		
Wednesday, October 27 2021		1.00	
Thursday, October 28 2021		1.00	
Friday, October 29 2021	1.00		
Saturday, October 30 2021			Rest day
Sunday, October 31 2021			Rest day
TOTAL NO. DAYS	5.00	5.00	

Prepared by:  Carlo Jay Barca	Endorsed by:	Approved by:
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TO BE FILLED-OUT BY HRDAO	
Total No. of days WFH	
Total No. of days WIO	
No. of Sick Leaves (SL)	
No. of Vacation Leaves (VL)	
Others (please specify)	
TOTAL	

Schedule of submission to HRDAO:

- a. DTR Period 1 to 15 - 20th day of the month
- b. DTR Period 16 to 30 - 5th day of the month

