



HUMAN RESOURCE DEVELOPMENT DIVISION
UP - PHILIPPINE GENERAL HOSPITAL

2nd floor, Administration Building, UP-PGH, Taft Avenue, Manila, 1000
Tel. (632) 85548400 Local 2051-2055 & 2098 | Email: hrdd.uppgh@up.edu.ph

Certification of Manual Recording of Attendance

Department/Unit: _____

This is to certify that the attendance of of Mr./Ms. _____

(Name & Position)

with the following details was not recorded in the attendance system:

Month	Day	Time In	Time Out	Reason/Remarks

Failure to record attendance
(put reason in the column provided)

Non recognition of biometrics
(put remarks in the column provided)

Certified by:

Certified by:

Manually recorded by:

(Signature over printed name)
Head of Department/Division
Office/Unit/Area/Ward

(Signature over printed name)
Head, BWRS-HRDD

(Signature over printed name)
BWRS-HRDD Staff



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