

DAILY TIME RECORD **CRUZ, MARIA TERESA A.** (NAME)

For the month of
August 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:52	12:03	12:46	5:12		8hrs
2-TUE	7:43	12:08	12:45	5:30		8hrs
3-WED	7:54	12:34	12:37	5:04		8hrs
4-THU	7:49	12:32	12:55	5:29		8hrs
5-FRI	7:56	12:36	12:45	5:02		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:54	12:07	12:50	5:15		8hrs
9-TUE	7:55	12:09	12:55	5:05		8hrs
10-WED	7:56	12:07	12:48	5:11		8hrs
11-THU	7:58	12:11	12:53	5:02		8hrs
12-FRI	7:53	12:02	12:55	5:10		8hrs
13-SAT						Off
14-SUN						Off
15-MON						EDL
16-TUE						EDL
17-WED						EDL
18-THU						CDO
19-FRI						CDO
20-SAT						Off
21-SUN						Off
22-MON	7:50	12:05	12:45	5:04		8hrs
23-TUE	7:51	12:02	12:55	5:05		8hrs
24-WED	7:54	12:14	12:48	5:31		8hrs
25-THU	7:52	12:17	12:53	5:08		8hrs
26-FRI	7:55	12:03	12:54	5:14		8hrs
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE			12:28	5:05		4hrs (CDO half day)
31-WED	7:43	12:07	12:45	5:33		8hrs

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


MARIA TERESA A. CRUZ

VERIFIED as to prescribed office hours

ALLEN GLENNIE P. LAMBERT
Department Head
Office of the Executive Secretary

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