

**DAILY TIME RECORD****VALENZONA, VALERIE C.**

(NAME)

For the month of

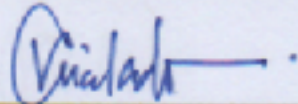
January 1 - 31, 2023

Official hours for arrival and departure

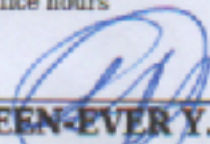
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Holiday
3-TUE	8:18	12:04	12:06	5:09	18mins	7hrs 42mins
4-WED	7:46	12:06	12:07	5:31		8hrs
5-THU	7:50	12:03	12:04	5:08		8hrs
6-FRI	7:52	12:08	1:00	5:09		8hrs
7-SAT	9:38	12:07	12:58	3:20		4hrs 51mins
8-SUN						Off
9-MON	7:41	12:04	12:06	5:18		8hrs
10-TUE	7:44	12:05	12:07	5:13		8hrs
11-WED	8:13	12:05	12:07	6:43	13mins	7hrs 47mins
12-THU	8:20	12:02	1:00	5:20	20mins	7hrs 40mins
13-FRI	7:54	12:04	1:00	5:00		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:54	12:06	12:08	5:43		8hrs
17-TUE	7:32	12:03	12:06	5:07		8hrs
18-WED	7:35	12:06	12:08	5:08		8hrs
19-THU	7:38	12:03	12:05	5:05		8hrs
20-FRI	7:44	12:03	12:06	5:03		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:24	12:06	12:08	5:09		8hrs
24-TUE	7:50	12:06	12:08	5:07		8hrs
25-WED	7:44	12:03	12:05	5:07		8hrs
26-THU	7:40	12:05	12:07	5:10		8hrs
27-FRI	7:53	12:06	12:08	5:07		8hrs
28-SAT	8:45	12:09	12:12	5:13		8hrs 25mins
29-SUN						Off
30-MON	8:10	12:03	12:05	5:40	10mins	7hrs 50mins
31-TUE	8:04	12:05	12:07	5:07	4mins	7hrs 56mins

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.


**VALERIE C. VALENZONA**

VERIFIED as to prescribed office hours


**QUEEN-EVER Y. ATUPAN**

Department Head  
Office of the Cashier