

DAILY TIME RECORD**TIU, SANDRA C.**

(NAME)

For the month of

December 1 - 31, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:31	12:40	12:41	5:00	4hrs	4hrs
2-THU	7:32	12:22	12:23	5:00	4hrs	4hrs
3-FRI	7:38	12:29	12:30	5:00	4hrs	4hrs
4-SAT						Off
5-SUN						Off
6-MON	7:33	12:30	12:33	5:00	4hrs	4hrs
7-TUE	7:28	12:25	12:28	5:00	4hrs	4hrs
8-WED	HOLIDAY					Absent
9-THU	7:33	12:30	12:40	5:00	8hrs	
10-FRI	SICK LEAVE					Absent
11-SAT						Off
12-SUN						Off
13-MON	7:30	12:38	12:40	5:00	4hrs	4hrs
14-TUE	7:27	12:26	12:27	5:00	4hrs	4hrs
15-WED	7:29	12:20	WORK SUSPENSION			
16-THU	WORK SUSPENSION					Absent
17-FRI	DUE TO TYPHOON					Absent
18-SAT						Off
19-SUN						Off
20-MON	7:30	12:20	12:30	5:00		Absent
21-TUE	7:37	12:15	12:30	5:00		Absent
22-WED	VACATION LEAVE					Absent
23-THU	VACATION LEAVE					Absent
24-FRI	VL		HALFDAY HOLIDAY			Absent
25-SAT						Off
26-SUN						Off
27-MON	VACATION LEAVE					Absent
28-TUE	7:23	12:15	12:30	5:00	8hrs	
29-WED	VACATION LEAVE					Absent
30-THU	HOLIDAY					Absent
31-FRI	VL		HALFDAY HOLIDAY			Absent

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.


SANDRA C. TIU

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO

Department Head
Accounting Office