

DAILY TIME RECORD**SACRO, CELSO F.**

(NAME)

For the month of

January 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	8:11	12:00	1:03	5:00	4hrs 3mins	3hrs 57mins
4-TUE	7:49	12:00	12:55	5:01		8hrs
5-WED	7:34	12:00	12:55	5:00		8hrs
6-THU	7:42	12:00	12:51	5:01		8hrs
7-FRI	7:25	12:00	12:56	5:07		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:32	12:00	12:53	5:05		8hrs
11-TUE	8:03	12:03	LEAVE		4hrs 3mins	3hrs 57mins
12-WED	7:13	12:10	12:12	5:01		8hrs
13-THU	7:26	12:00	12:57	5:04		8hrs
14-FRI	7:43	12:00	12:59	5:02		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:44	12:00	12:53	5:01		8hrs
18-TUE	7:58	12:00	12:52	5:03		8hrs
19-WED	7:49	12:00	12:52	5:02		8hrs
20-THU	7:55	12:00	12:56	5:01		8hrs
21-FRI	7:52	12:04	12:57	5:02		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:37	12:00	12:54	5:01		8hrs
25-TUE	7:55	12:00	12:53	5:04		8hrs
26-WED	8:16	12:00	ABSENT		4hrs 16mins	3hrs 44mins
27-THU	7:28	12:01	12:56	5:00		8hrs
28-FRI	7:58	12:03	12:53	5:00		8hrs
29-SAT						Off
30-SUN						Off
31-MON	7:47	12:00	12:49	5:00		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.


CELSO F. SACRO

VERIFIED as to prescribed office hours


QUEEN EVER Y. ATUPAN

Department Head
Office of the Cashier