

# **DAILY TIME RECORD** **CINCO, MARK ANTHONY T.** (NAME)

For the month of  
**November 1 - 30, 2022**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:35	12:03	12:15	5:01		8hrs
3-THU						OB
4-FRI	7:39	12:39	12:40	5:07		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:24	12:01	12:03	5:02		8hrs
8-TUE	7:32	12:00	12:10	5:00		8hrs
9-WED	7:16	12:57	12:59	5:00		8hrs
10-THU	7:35	12:03	12:30	5:11		8hrs
11-FRI	7:39	12:08	12:10	5:00		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:05	12:04	12:12	5:01		8hrs
15-TUE	6:47	12:02	12:29	5:02		8hrs
16-WED	7:32	12:20	12:49	5:00		8hrs
17-THU	7:34	12:12	12:14	5:01		8hrs
18-FRI	8:30		1:00	7:00	4hrs	4hrs SUSPENDED 1:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON						FL
22-TUE						FL
23-WED						FL
24-THU						FL
25-FRI						FL
26-SAT						Off
27-SUN						Off
28-MON	7:37	12:01	12:44	5:13		8hrs
29-TUE	7:50	12:06	12:07	5:02		8hrs
30-WED						Holiday

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.

  
**MARK ANTHONY T. CINCO**

VERIFIED as to prescribed office hours

  
**ROMEL B. ARMECINA**

Department Head  
 National Apaca Research Center