

DAILY TIME RECORD

MIRAFLOR, MARIA ROBERTA S.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:55	12:05	12:36	5:00	4hrs	4hrs
2-SAT						Off
3-SUN						Off
4-MON	7:41	12:00	12:50	5:00	8hrs	
5-TUE	7:44	12:10	12:50	5:01	8hrs	
6-WED	7:47	12:11	12:45	5:02	4hrs	4hrs
7-THU	7:54	12:10	12:50	5:05	8hrs	
8-FRI	7:53	12:05	12:45	5:00	8hrs	
9-SAT						Off
10-SUN						Off
11-MON						Absent SUSPENDED 8:00 am 5:00 pm
12-TUE						Absent SUSPENDED 8:00 am 5:00 pm
13-WED						Absent SUSPENDED 8:00 am 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT						Off
17-SUN						Off
18-MON	7:43	12:41	12:51	5:05	8hrs	
19-TUE	7:57	12:30	12:55	5:07	8hrs	
20-WED	7:48	12:15	12:50	5:10	8hrs	
21-THU	7:52	12:20	12:50	5:00	8hrs	
22-FRI	7:56	12:10	12:50	5:02	8hrs	
23-SAT						Off
24-SUN						Off
25-MON	7:47	12:00	12:45	5:00	8hrs	
26-TUE	CALAMITY LEAVE					Absent
27-WED	7:53	12:30	12:50	5:05	8hrs	
28-THU	7:50	12:10	12:55	5:03	8hrs	
29-FRI	CALAMITY LEAVE					Absent
30-SAT						Off

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 ROBERTA S. MIRAFLOR

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Director
 Office of the Director for Administrative Services