

# DAILY TIME RECORD

## MIRAFLOR, MARIA ROBERTA S.

(NAME)

For the month of  
**March 1 - 31, 2022**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:44	12:30	12:45	5:00	8hrs	
2-WED	7:55	12:15	12:50	6:00		Absent
3-THU	7:50	12:10	12:40	5:00		Absent
4-FRI	7:55	12:05	12:50	6:00		Absent
5-SAT						Off
6-SUN						Off
7-MON	7:50	12:05	12:50	6:29	8hrs	67
8-TUE	7:50	12:10	12:40	5:00		Absent
9-WED	7:48	12:10	12:50	5:45		Absent
10-THU	7:56	12:55	12:59	5:30		Absent
11-FRI	8:00	12:00	12:45	5:00		Absent
12-SAT						Off
13-SUN						Off
14-MON	7:57	12:00	12:55	5:43	8hrs	
15-TUE	7:58	12:05	12:50	7:09	8hrs	69
16-WED	7:55	12:00	12:50	5:44	8hrs	
17-THU	7:55	12:15	12:55	5:22	8hrs	
18-FRI	7:55	12:05	12:40	5:00		Absent
19-SAT						Off
20-SUN						Off
21-MON	7:55	12:00	12:50	5:00		Absent
22-TUE						Absent
23-WED	] FORCE LEAVE					Absent
24-THU						Absent
25-FRI						Absent
26-SAT						Off
27-SUN						Off
28-MON	FORCE LEAVE					Absent
29-TUE	7:57	12:15	12:50	5:30		Absent
30-WED	7:48	12:10	12:50	5:00		Absent
31-THU	8:00	12:10	12:45	5:00		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.

  
**MARIA ROBERTA S. MIRAFLOR**

VERIFIED as to prescribed office hours

**RYSAN C. GUINOCOR**

Director  
 Office of the Director for Administrative Services