

**DAILY TIME RECORD****AMPAC, LOUELLA C.**

(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	7:48	12:01	12:45	5:01	8hrs	
2-SAT						Off
3-SUN						Off
4-MON		Special leave				Absent
5-TUE		P.N.V.				Absent
6-WED	8:06	12:00	12:01	5:03	8hrs	
7-THU	7:58	12:00	12:47	5:04	4hrs	4hrs
8-FRI	7:47	12:50	1:00	5:00	4hrs	4hrs
9-SAT						Off
10-SUN						Off
11-MON						Absent SUSPENDED 8:00 am 5:00 pm
12-TUE	9:40	12:00	1:00	4:30		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	7:48	12:03	Cal.	leave	4hrs	4hrs
19-TUE	7:46	12:47	12:47	5:01	4hrs	4hrs
20-WED	7:44	12:57	12:59	5:03		8hrs
21-THU	7:46	12:00	12:45	5:01	4hrs	4hrs
22-FRI	7:46	12:47	12:49	5:12		8hrs
23-SAT						Off
24-SUN						Off
25-MON	7:51	12:07	12:30	5:01	4hrs	4hrs
26-TUE	Cal.	leave	12:01	5:05	4hrs	4hrs
27-WED	7:52	12:01	12:30	5:00	8hrs	
28-THU	7:49	12:01	12:40	5:00	8hrs	
29-FRI		Cal.	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.

*Lochman-ampac*  
LOUELLA C. AMPAC

VERIFIED as to prescribed office hours

*Daniel Leslie S. Tan*  
DANIEL LESLIE S. TAN  
Vice President  
Office of the Vice President for Admin. & Finance

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