

DAILY TIME RECORD **VALENZONA, VALERIE 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	On	Leave				Absent
2-SAT						Off
3-SUN						Off
4-MON	8:27	12:05	1:00	5:07	8hrs	
5-TUE	8:06	12:05	12:58	5:10	8hrs	
6-WED	7:51	12:01	12:57	5:57	4hrs	4hrs
7-THU	8:06	12:05	1:00	5:30	4hrs 6mins	3hrs 54mins
8-FRI	8:04	12:09	12:58	5:09	4hrs 4mins	3hrs 56mins
9-SAT						Off
10-SUN						Off
11-MON	Work Suspended					Absent SUSPENDED 8:00 am 5:00 pm
12-TUE	Work Suspended					Absent SUSPENDED 8:00 am 5:00 pm
13-WED	Work Suspended					Absent SUSPENDED 8:00 am 5:00 pm
14-THU	Holiday					Holiday
15-FRI	Holiday					Holiday
16-SAT						Off
17-SUN						Off
18-MON	8:00	12:01	1:00	5:30	8hrs	
19-TUE	7:57	12:03	12:58	5:16	4hrs	4hrs
20-WED	8:00	12:04	12:57	5:30	8hrs	
21-THU	On Leave					Absent
22-FRI	8:07	12:19	12:56	5:08	4hrs 7mins	3hrs 53mins
23-SAT						Off
24-SUN						Off
25-MON	8:03	12:01	12:58	5:00	8hrs	
26-TUE	On Leave					Absent
27-WED	8:00	12:02	1:00	5:49	8hrs	
28-THU	On Leave					Absent
29-FRI	On 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.


VALERIE C. VALENZONA

VERIFIED as to prescribed office hours


QUEEN EVERY Y. ATUPAN
 Department Head
 Office of the Cashier