

DAILY TIME RECORD
MENDOZA, MA. MELISSA F.
(NAME)

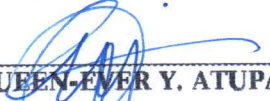
For the month of
May 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Absent
3-TUE						Holiday
4-WED	8:14	12:12	1:12	5:58	8hrs	
5-THU						Absent
6-FRI			12:59	5:25	4hrs	4hrs
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE				5:33	8hrs	
11-WED	7:45	12:12	1:12	6:25	8hrs	
12-THU	8:00	12:12	1:12	5:12	8hrs	
13-FRI	8:27	12:12	1:12	5:16	8hrs	
14-SAT						Off
15-SUN						Off
16-MON						Absent
17-TUE	8:36	12:12	1:00	5:33	8hrs	
18-WED	8:14	12:12	1:12	5:12	8hrs	
19-THU	8:00	12:12	1:12	5:25	8hrs	
20-FRI	7:58	12:08	1:40	5:08	8hrs	
21-SAT						Off
22-SUN						Off
23-MON						Absent
24-TUE	7:54	12:12	1:00	5:23	8hrs	
25-WED	7:52	12:12	1:12	5:12	8hrs	
26-THU	8:04	11:52	1:48	5:12	8hrs	
27-FRI	8:09	12:05	12:10	5:08	8hrs	7hrs 5mins
28-SAT						Off
29-SUN						Off
30-MON	8:19	12:12	1:12	5:22	8hrs	
31-TUE	7:24	12:12	1:12	5:11	8hrs	

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.


MA. MELISSA F. MENDOZA

VERIFIED as to prescribed office hours


QUEEN EVER Y. ATUPAN
Department Head
Office of the Cashier