

DAILY TIME RECORD**SACRO, CELSO F.**

(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 | 7:45 | 12:00 | 12:57 | 5:06 | | 8hrs |
| 2-WED | 7:47 | 12:00 | 12:58 | 5:58 | | 8hrs |
| 3-THU | 7:52 | 12:01 | 1:01 | 6:23 | 1 min | 7hrs 59mins |
| 4-FRI | 7:54 | 12:00 | 12:55 | 5:24 | | 8hrs |
| 5-SAT | | | | | | Off |
| 6-SUN | | | | | | Off |
| 7-MON | 8:06 | 12:00 | 12:51 | 5:00 | 4hrs | 4hrs |
| 8-TUE | 7:49 | 12:00 | 12:57 | 5:01 | | 8hrs |
| 9-WED | 7:42 | 12:00 | 12:56 | 5:01 | | 8hrs |
| 10-THU | 7:49 | 12:00 | 1:00 | 5:01 | | 8hrs |
| 11-FRI | 7:59 | 12:00 | 12:59 | 5:06 | | 8hrs |
| 12-SAT | | | | | | Off |
| 13-SUN | | | | | | Off |
| 14-MON | 7:59 | 12:00 | 12:53 | 5:01 | | 8hrs |
| 15-TUE | 7:43 | 12:00 | 12:53 | 5:03 | | 8hrs |
| 16-WED | 7:27 | 12:01 | 12:57 | 5:06 | | 8hrs |
| 17-THU | 7:44 | 12:00 | 12:58 | 5:06 | | 8hrs |
| 18-FRI | 8:00 | 12:01 | 12:56 | 5:02 | | 8hrs |
| 19-SAT | | | | | | Off |
| 20-SUN | | | | | | Off |
| 21-MON | 7:33 | 12:07 | 12:58 | 5:04 | | 8hrs |
| 22-TUE | 7:41 | 12:03 | 12:56 | 5:01 | | 8hrs |
| 23-WED | 7:23 | 12:01 | 12:55 | 5:30 | | 8hrs |
| 24-THU | 7:39 | 12:00 | 12:53 | 5:02 | | 8hrs |
| 25-FRI | 7:40 | 12:02 | 12:53 | 5:19 | | 8hrs |
| 26-SAT | | | | | | Off |
| 27-SUN | | | | | | Off |
| 28-MON | 7:31 | 12:00 | 12:55 | 5:08 | | 8hrs |
| 29-TUE | 7:52 | 12:01 | 12:57 | 5:06 | | 8hrs |
| 30-WED | 7:43 | 12:01 | 12:58 | 5:02 | | 8hrs |
| 31-THU | 7:39 | 12:00 | 12:52 | 5:40 | | 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.



CELSON F. SACRO

VERIFIED as to prescribed office hours



QUEEN-EVER Y. ATUPAN

Department Head
Office of the Cashier