

# DAILY TIME RECORD

**FLANDEZ, ARLIN B.**

(NAME)

For the month of

July 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:08	12:02	12:04	5:04		8hrs
2-SAT						Off
3-SUN						Off
4-MON						SL
5-TUE						SL
6-WED						SL
7-THU	7:22	11:45			4hrs 15mins	3hrs 45mins
8-FRI	7:12	12:16	12:18	5:00		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:16	12:32	12:35	5:02		8hrs
12-TUE	7:05	12:19	12:20	5:00		8hrs
13-WED	7:18	12:17	12:18	5:03		8hrs
14-THU	7:26	12:25	12:26	5:01		8hrs
15-FRI						OB
16-SAT						Off
17-SUN						Off
18-MON	7:16	12:25	12:26	5:01		8hrs
19-TUE	7:11	12:21	12:23	5:03		8hrs
20-WED						VL
21-THU						VL
22-FRI						VL
23-SAT						Off
24-SUN						Off
25-MON						VL
26-TUE	7:16	12:25	12:27	5:01		8hrs
27-WED	7:05	12:19	12:20	5:00		8hrs
28-THU	7:17	12:03	12:04	5:02		8hrs
29-FRI	7:23	12:22	12:23	5:02		8hrs
30-SAT						Off
31-SUN						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.

  
**ARLIN B. FLANDEZ**

VERIFIED as to prescribed office hours

  
**MARIA TERESA A. CRUZ**

Department Head  
Internal Audit Service Office