

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

(NAME)

For the month of
February 1 - 28, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:55	12:01	12:54	5:00		8hrs
3-THU	7:58	12:00	12:54	5:03		8hrs
4-FRI	8:01	12:01	12:55	5:00	4hrs 1min	8hrs 59mins
5-SAT						Off
6-SUN						Off
7-MON	8:00	12:01	12:54	5:05		8hrs
8-TUE	7:15	12:03	12:54	5:00		8hrs
9-WED	7:47	12:02	12:51	5:05		8hrs
10-THU	7:55	12:02	12:57	5:03		8hrs
11-FRI	7:58	12:00	12:56	5:04		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:58	12:00	12:57	5:14		8hrs
15-TUE	7:49	12:01	12:53	5:00		8hrs
16-WED	7:56	12:02	12:49	5:07		8hrs
17-THU	7:54	12:00	12:59	5:05	4hrs	4hrs
18-FRI	7:55	12:00	12:52	5:04		8hrs
19-SAT						Off
20-SUN						Off
21-MON	7:56	12:01	12:58	5:00		8hrs
22-TUE	7:55	12:00	12:58	5:04	8hrs	
23-WED	7:51	12:00	12:57	5:00		8hrs
24-THU	7:53	12:00	12:58	5:00		8hrs
25-FRI		HOLIDAY				Absent
26-SAT						Off
27-SUN						Off
28-MON	8:09	12:00	1:02	5:02	4hrs 2min	8hrs 58mins

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.


CELSO F. SACRO

VERIFIED as to prescribed office hours


QUEEN-EVERY ATUPAN

Department Head
 Office of the Cashier