

DAILY TIME RECORD**CRUZ, MARIA TERESA A.**

(NAME)

For the month of

December 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:56	12:09	12:43	6:03		8hrs
2-FRI	7:52	12:05	12:47	5:05		8hrs
3-SAT						Off
4-SUN						Off
5-MON	8:00	12:11	12:41	5:02		8hrs
6-TUE	8:00	12:05	12:50	5:12		8hrs
7-WED	7:56	12:14	12:48	5:22		8hrs
8-THU						Holiday
9-FRI	7:55	12:05	12:43	5:12		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:56	12:09	12:47	5:06		8hrs
13-TUE	7:53	12:11	12:50	5:37		8hrs
14-WED	7:58	12:03	12:50	5:36		8hrs
15-THU	7:57	12:06	12:52	5:30		8hrs
16-FRI	7:55	12:01	12:45	5:04		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:56	12:06	12:52	5:09		8hrs
20-TUE	7:58	12:03	12:51	5:13		8hrs
21-WED	7:58	12:00	12:41	5:33		8hrs
22-THU	7:57	12:09	12:55	5:33		8hrs
23-FRI	7:45	12:17	12:43	5:12		8hrs
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						CDO
28-WED						FL
29-THU						FL
30-FRI						Holiday
31-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.


MARIA TERESA A. CRUZ

VERIFIED as to prescribed office hours

ALLEN GLENNIE P. LAMBERT

Department Head

Office of the Executive Secretary