

DAILY TIME RECORD

Name RUFINA E. CAPUNO

For the month of April 1-30, 2022

Official hour for (Regular days)

Arrival Departure (Saturdays)

	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
			WFH			
			Saturday			
			Sunday			
			WFH			
			WFH			
			WFH			
			WFH			
			WFH			
			Saturday			
			Sunday			
			Work suspension			
			Work suspension			
			Work suspension			
			Holiday Thursday			
			Holy Friday			
			Saturday			
			Sunday			
			WFH			
			WFH			
			WFH			
			WFH			
			Saturday			
			Sunday			
			WFH			
			WFH			
			WFH			
			WFH			
			WFH			
			Saturday			
			TOTAL			

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office

RUFINA E. CAPUNO

VERIFIED as to the prescribed office hours

MARIA HAZEL I. BELLEZAS

In-Charge

DAILY TIME RECORD

Name

RUFINA E. CAPUNO

For the month of

March 1-31, 2022

Official hour for (Regular days)

Arrival

Departure (Saturdays)

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	8:00	12:00	12:55	5:00		
2	8:00	12:00	12:58	5:00		
3	8:10	12:00	12:54	5:16		
4	8:20	12:00	12:45	5:30		
5			Saturday			
6			Sunday			
7	8:00	12:00	12:50	5:05		
8	8:00	12:00	12:50	5:08		
9	8:00	12:00	12:57	5:10		
10	7:58	12:00	12:52	5:06		
11	8:12	12:00	12:55	5:10		
12			Saturday			
13			Sunday			
14	8:18	12:00	12:56	5:20		
15	8:00	12:00	12:50	5:05		
16	8:15	12:00	1:00	5:16		
17	7:55	12:00	1:00	5:09		
18	8:00	12:00	12:58	5:10		
19			Saturday			
20			Sunday			
21			WFH			
22			WFH			
23			WFH			
24			WFH			
25			WFH			
26			Saturday			
27			Sunday			
28			WFH			
29			WFH			
30			WFH			
31			WFH			
			TOTAL			

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office

RUFINA E. CAPUNO

VERIFIED as to the prescribed office hours

MARIA HAZEL I. BELLEZAS

In-Charge