

DAILY TIME RECORD**VALENZONA, VALERIE C.**

(NAME)

For the month of

May 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	Team Building					Absent
3-TUE	Holiday					Holiday
4-WED	7:49	12:02	1:00	7:11	4hrs	4hrs
5-THU	On leave					Absent
6-FRI	8:06	12:02	1:00	5:27	8hrs	8hrs
7-SAT						Off
8-SUN						Off
9-MON	Election Day					Holiday
10-TUE	8:00	12:04	12:53	5:41	4hrs	4hrs
11-WED	8:00	12:02	1:00	6:37	4hrs	4hrs
12-THU	7:52	12:02	12:59	5:04	8hrs	8hrs
13-FRI	7:45	12:04	1:00	5:03	4hrs	4hrs
14-SAT						Off
15-SUN						Off
16-MON	7:56	12:03	12:59	5:21	4hrs	4hrs
17-TUE	7:52	12:04	1:00	6:57	8hrs	
18-WED	8:15	12:06	1:00	6:35	4hrs 15mins	3hrs 45mins
19-THU	8:03	12:03	12:59	5:25	4hrs 3mins	3hrs 57mins
20-FRI	7:45	12:05	1:00	5:14	4hrs	4hrs
21-SAT						Off
22-SUN						Off
23-MON	8:07	12:02	1:00	5:08	8hrs	
24-TUE	7:57	12:03	12:59	7:41	4hrs	4hrs
25-WED	On leave					Absent
26-THU	8:02	12:02	12:59	5:03	2mins	7hrs 58mins
27-FRI	8:03	12:02	12:59	6:14	4hrs 3mins	3hrs 57mins
28-SAT						Off
29-SUN						Off
30-MON	8:15	12:10	1:00	6:01	8hrs	
31-TUE	8:08	12:12	12:58	5:05	4hrs 8mins	3hrs 52mins

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.


VALERIE C. VALENZONA

VERIFIED as to prescribed office hours


QUEEN-EVER Y. ATUPAN

Department Head
Office of the Cashier