

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

(NAME)

For the month of

June 1 - 30, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:55	12:05	12:53	5:04		8hrs
2-THU	7:50	12:06	12:43	5:00	4hrs	4hrs
3-FRI	7:55	12:04	12:53	6:26		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:43	12:01	12:50	5:08		8hrs
7-TUE	7:55	12:11	12:50	5:07		8hrs
8-WED	7:57	12:54	SLP		4hrs	4hrs
9-THU	7:56	12:25	12:53	5:12		8hrs
10-FRI	7:52	1:20	12:56	SLP	3hrs 40mins	4hrs 20mins
11-SAT						Off
12-SUN						Off
13-MON	ON LEAVE					Absent
14-TUE	ON LEAVE					Absent
15-WED	ON LEAVE					Absent
16-THU	7:57	12:04	12:25	5:00	4hrs	4hrs
17-FRI	8:04	12:13	12:54	5:07	4mins	7hrs 56mins
18-SAT						Off
19-SUN						Off
20-MON	7:53	12:05	12:47	5:04		8hrs
21-TUE	7:51	12:01	12:45	5:08		8hrs
22-WED	7:52	12:04	12:53	5:14		8hrs
23-THU	7:55	12:11	12:45	5:00	4hrs	4hrs
24-FRI	7:54	12:05	12:53	5:00	4hrs	4hrs
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:09	12:37	5:06		8hrs
28-TUE	7:40	12:04	12:50	5:01		8hrs
29-WED	7:58	12:01	12:40	5:13		8hrs
30-THU	7:55	12:08	12:53	5:02		8hrs

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 President

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