

Daily Time Record (DTR)Name ERLINDA S. VALENZONAFor the month of December 01-31, 2021

Official hours of arrival and departure:


(Regular Days) 8am-5pm (Saturdays) _____

D A Y	A. M.		P. M.		Undertime	
	Arri- val	Depar- ture	Arri- val	Depar- ture	Hrs.	Mins
1	8:00	12:00	12:05	5:05		
2	7:45	12:00	12:05	5:02		
3	7:58	12:00	12:05	5:03		
4	SATURDAY					
5	SUNDAY					
6	8:00	12:00	12:05	5:05		
7	7:58	12:00	12:05	5:00		
8	HOLIDAY					
9	8:00	12:00	12:05	5:04		
10	8:00	12:00	12:05	5:02		
11	SATURDAY					
12	SUNDAY					
13	7:58	12:00	12:05	5:00		
14	8:00	12:00	12:05	5:01		
15	7:45	12:00	work suspended			
16	TYPHON					
17	TYPHON					
18	SATURDAY					
19	SUNDAY					
20	7:45	12:00	12:05	5:03		
21	8:00	12:00	12:05	5:05		
22	8:00	12:00	12:05	5:00		
23	LEAVE Calamity					
24	LEAVE Mandatory					
25	SATURDAY					
26	SUNDAY					
27	LEAVE Mandatory					
28	LEAVE Mandatory					
29	LEAVE Mandatory					
30	HOLIDAY					
31	LEAVE Mandatory					
TOTAL (no noon break with overtime)						

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 of the time of arrival and departure from office.


ERLINDA S. VALENZONA
Admin Assistant II

Verified as to the prescribed office hours.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs