

DAILY TIME RECORD **CIRCULADO, VALERIE D.** (NAME)

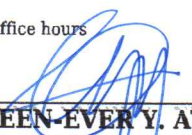
For the month of
November 1 - 30, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Absent
2-TUE	7:55	12:03	1:00	5:08	4hrs	4hrs
3-WED	7:53	12:01	12:58	5:05	4hrs	4hrs
4-THU	8:07	12:02	12:58		4hrs 7mins	3hrs 53mins
5-FRI	8:06	12:00	1:00	5:17	4hrs 6mins	3hrs 54mins
6-SAT						Off
7-SUN						Off
8-MON	HOLIDAY					Absent
9-TUE	8:03	12:54	12:55	5:55	3mins	7hrs 57mins
10-WED	7:58	12:03	1:00	5:08	4hrs	4hrs
11-THU	8:04	12:53	12:54	5:14	4mins	3hrs 56mins
12-FRI	8:02	12:01	1:00	5:04	4hrs 2mins	3hrs 58mins
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:01	12:58	5:10	4hrs	4hrs
16-TUE	9:00	12:04	1:00	5:25	8hrs	
17-WED	Half Day		12:57	5:06	4hrs	4hrs
18-THU	8:00	12:00	1:00	5:00		Absent
19-FRI	8:00	12:01	12:57	5:11	4hrs	4hrs
20-SAT						Off
21-SUN						Off
22-MON	7:46	12:05	1:00	5:04	4hrs	4hrs
23-TUE	8:09	12:01	1:00	5:05	4hrs 9mins	3hrs 51mins
24-WED	8:08	12:01	12:58	5:12	4hrs 8mins	3hrs 52mins
25-THU	ON LEAVE					Absent
26-FRI	7:52	12:02	12:57	5:34	8hrs	
27-SAT						Off
28-SUN						Off
29-MON	8:05	12:03	12:58	5:08	4hrs 5mins	3hrs 55mins
30-TUE	HOLIDAY					Absent

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 D. CIRCULADO

VERIFIED as to prescribed office hours


QUEEN-EVER Y. ATUPAN
Department Head
Office of the Cashier