

DAILY TIME RECORD **MENDOZA, MA. MELISSA F.** (NAME)


For the month of
February 1 - 28, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE			HOLIDAY			Holiday
2-WED	8:13	12:12	1:12	4:30	8hrs	
3-THU	8:30	12:05	1:12	5:05	8hrs	
4-FRI	8:17	12:12	1:12	5:13	8hrs	
5-SAT	saturday					Off
6-SUN	sunday					Off
7-MON	WORK FROM HOME					Absent
8-TUE	WORK FROM HOME					Absent
9-WED	WORK FROM HOME					Absent
10-THU	WORK FROM HOME					Absent
11-FRI	WORK FROM HOME					Absent
12-SAT	saturday					Off
13-SUN	sunday					Off
14-MON	8:03	12:12	1:12	5:32	8hrs	
15-TUE	8:24	12:12	1:12	5:13	8hrs	
16-WED	8:15	12:12	1:12	5:21	8hrs	
17-THU	7:55	12:12	1:12	5:44	8hrs	
18-FRI	8:12	12:12	1:12	5:12	8hrs	
19-SAT	saturday					Off
20-SUN	sunday					Off
21-MON	8:05	12:12	1:12	5:34	8hrs	
22-TUE	8:06	12:12	1:12	5:03	8hrs	
23-WED	8:30	12:12	1:12	5:04	8hrs	
24-THU	7:33	12:12	1:12	5:26	8hrs	
25-FRI	8:05	HOLIDAY			8hrs	
26-SAT	saturday					Off
27-SUN	sunday					Off
28-MON	8:30	12:12	1:12	5:29	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.


MA. MELISSA F. MENDOZA

VERIFIED as to prescribed office hours


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