

# **DAILY TIME RECORD** **CALUNANGAN, FE C.** (NAME)

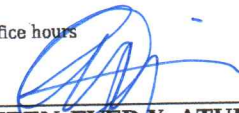
For the month of  
**April 1 - 30, 2022**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:49	12:31	12:31	5:01	4hrs	4hrs
2-SAT						Off
3-SUN						Off
4-MON	7:44	12:00	1:00	5:00	8hrs	8hrs
5-TUE	7:51	12:22	12:23	5:01	4hrs	4hrs
6-WED	7:47	12:28	12:29	5:02	4hrs	4hrs
7-THU	7:58	12:22	12:23	5:01		8hrs
8-FRI	7:47	12:06	12:06	5:01	4hrs	4hrs
9-SAT						Off
10-SUN						Off
11-MON						Absent SUSPENDED 8:00 am 5:00 pm
12-TUE						Absent SUSPENDED 8:00 am 5:00 pm
13-WED						Absent SUSPENDED 8:00 am 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT						Off
17-SUN						Off
18-MON	7:48	12:33	12:33	5:01	4hrs	4hrs
19-TUE	7:46	12:01	12:02	5:02		8hrs
20-WED	7:43	12:01	12:01	5:02	4hrs	4hrs
21-THU	7:46	12:37	12:38	5:00		8hrs
22-FRI	Emergency Leave					Absent
23-SAT						Off
24-SUN						Off
25-MON	7:51	12:01	12:01		4hrs	4hrs
26-TUE	7:40	12:54	12:54	5:00	4hrs	4hrs
27-WED	Emergency Leave					Absent
28-THU	7:49	12:51	12:52	5:00		8hrs
29-FRI	Emergency Leave					Absent
30-SAT						Off

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.

  
**FE C. CALUNANGAN**

VERIFIED as to prescribed office hours

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