DAILY TIME RECORD

ARLIN B. FLANDEZ
Name

For the month of _____ February 1-28, 2022

Oficial hours of arrival (Regular Days) _____

and departure (Saturdays) _____

Day	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1		Holiday				
2	7:12	12:02	12:54	5:00		
3	7:48	12:05	12:54	5:01		
4	7:47	12:05	12:54	5:01		
5		Saturday				
6		Sunday				
7		WFH				
8		WFH				
9		WFH				
10		WFH				
11		WFH				
12		Saturday				
13		Sunday				
14	7:20	12:02	12:54	5:00		
15	7:29	12:05	12:54	5:01		
16	7:30	12:03	on	leave		
17	7:35	12:01	12:55	5:01		
18	7:15	12:02	12:58	5:01		
19		Saturday				
20		Sunday				
21	7:20	12:06	12:58	5:01		
22	7:30	12:07	12:53	5:00		
23	7:30	12:02	12:54	5:01		
24		SLP				
25		Holiday				
26		Saturday				
27		Sunday				
28	7:37	12:03	12:52	5:02		
29						
30						
31						
	Total					

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 at the time of arrival and departure from office . _____

ARLIN B. FLANDEZ

Verified as to prescribe office hours.

MARIA TERESA A. CRUZ
Internal Auditor IV

HMENT REPORT

ry 7-11, 2022
covered)

B.Flandez **was approved on a "work from** and that I actually accomplished and delivered ow:

ts accomplished and d/submitted	Equivalent Points
ence- Laboratory Equipment (Goods 22-12) erence – IT and Office Goods-22-13)	8
the financial report of uly to December 2020 he financial report of December 2021	8
ancial report of VSU Spring cember 2021 ancial report of IGP 2021	8
ery of One (1) Unit Pick-up very of Fuel and Lubricants	8
Printing Services for financial report of Buko, vember and Dec. 2021	8
DELIVERED	40

(4 days x 8 hrs) = 40

ied/delivered = 40

(_0_)

Approved:

ALLEN GLENNIE P. LAMBERT
Executive Secretary

technology, and environmental conservation.
resource, cutting-edge scientific knowledge
mmunities and environment.

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v2 06-11-2020

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