

DAILY TIME RECORD

URDANETA, PETER BEN LAURICE H.

(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	TRAVEL					Absent
2-SAT						Off
3-SUN						Off
4-MON	7:28	12:00	1:00	5:00	8hrs	8hrs
5-TUE	7:31	12:08	12:56	5:00	4hrs	4hrs
6-WED	TRAVEL					Absent
7-THU	LEAVE					Absent
8-FRI	7:48	12:10	1:05	5:01	5mins	7hrs 55mins
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	LEAVE					Absent
19-TUE	7:30	12:00	12:07	5:03	4hrs	4hrs
20-WED	7:29	12:00	12:25	5:02	4hrs	4hrs
21-THU	TRAVEL					Absent
22-FRI	7:46	12:00	1:00	5:00	8hrs	
23-SAT						Off
24-SUN						Off
25-MON	LEAVE					Absent
26-TUE	7:56	12:00	12:34	5:00	4hrs	4hrs
27-WED	LEAVE					Absent
28-THU	8:04	12:00	12:22	5:05	4hrs	4hrs
29-FRI	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.


PETER BEN LAURICE H. URDANETA

VERIFIED as to prescribed office hours


QUEEN-EVER Y. ATUPAN

Department Head
 Office of the Cashier