

DAILY TIME RECORD **CRUZ, MARIA TERESA A.** (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	8:05	12:25	12:52	5:01	5mins	7hrs 55mins
3-WED	8:21	12:32	12:56	5:01	4hrs 21mins	3hrs 39mins
4-THU	8:05	12:10	12:51	5:03	4hrs 5mins	3hrs 55mins
5-FRI	7:48	12:10	12:47	5:05		8hrs
6-SAT						Off
7-SUN						Off
8-MON						Absent
9-TUE	7:46	12:17	12:46	5:05	4hrs	4hrs
10-WED	8:00	12:20	12:52	5:00	4hrs	4hrs
11-THU	8:02	12:19	12:52	5:02	4hrs 2mins	3hrs 58mins
12-FRI	7:57	12:05	12:45	5:02	8hrs	
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:23	12:53	5:02	4hrs	4hrs
16-TUE	8:00	12:23	12:55		4hrs	4hrs
17-WED	8:10	12:18	12:56	5:03	10mins	7hrs 50mins
18-THU	8:01	12:23	12:53		4hrs 1min	3hrs 59mins
19-FRI	8:00	12:06	12:48	5:03	4hrs	4hrs
20-SAT						Off
21-SUN						Off
22-MON	7:55	12:07	12:48	5:03		8hrs
23-TUE	8:00	12:16	12:55	5:00	8hrs	
24-WED	7:59	12:08	12:58	5:05	4hrs	4hrs
25-THU	8:05	12:11	12:55	5:00	8hrs	
26-FRI	8:00	12:13	12:49	5:00	8hrs	
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:24	12:51	5:12		8hrs
30-TUE						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.


MARIA TERESA A. CRUZ

VERIFIED as to prescribed office hours

EDGARDO E. TULIN
President
Office of the President

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