

Scan Here



DTR-2022-0209-12498

and departure (Saturdays) _____

Day	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1		Saturday				
2		Sunday				
3	7:00	12:01	12:55	5:01		
4		calamity leave				
5	6:58	12:02	12:54	5:00		
6	6:58	12:05	12:54	5:01		
7		calamity leave				
8		Saturday				
9		Sunday				
10	7:15	12:02	12:54	5:00		
11	7:00	12:05	12:54	5:01		
12	7:00	12:05	12:54	5:01		
13	7:08	12:02	12:54	5:00		
14	7:08	12:05	12:54	5:01		
15		Saturday				
16		Sunday				
17	7:19	12:05	12:54	5:01		
18	7:35	12:02	12:58	5:01		
19	Booster Vaccination					
20	7:29	12:03	12:55	5:01		
21	7:31	12:01	12:55	5:01		
22		Saturday				
23		Sunday				
24		WFH				
25		WFH				
26		WFH				
27		WFH				
28		WFH				
29		Saturday				
30		Sunday				
31	ON leave-SLP					
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

DAILY TIME RECORD

ARLIN B. FLANDEZ

Name

for the month of January 1-31, 2022

Official hours of arrival (Regular Days) _____
and departure (Saturdays) _____

Day	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1		Saturday				
2		Sunday				
3	7:00	12:01	12:55	5:01		
4		calamity leave				
5	6:58	12:02	12:54	5:00		
1	6:58	12:05	12:54	5:01		
7		calamity leave				
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23		Sunday				
24		WFH				
25		WFH				
26		WFH				
27		WFH				
28		WFH				
29		Saturday				
30		Sunday				
31	ON leave-SLP					
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