

Daily Time Record (DTR)Name ERLINDA S. VALENZONAFor the month of April 01-30, 2022

Official hours of arrival and departure:


(Regular Days) 8am-5pm (Saturdays) _____

D A Y	A. M.		P. M.		Undertime	
	Arri- val	Depar- ture	Arri- val	Depar- ture	Hrs.	Mins
1	7:50	12:00	12:05	5:00		
2	SATURDAY					
3	SUNDAY					
4	7:58	12:00	12:05	5:02		
5	8:00	12:00	12:05	5:00		
6	8:00	12:00	12:05	5:00		
7	7:50	12:00	12:05	5:01		
8	8:00	12:00	12:05	5:00		
9	SATURDAY					
10	SUNDAY					
11	TYPHOON					
12	WORK SUSPENDED					
13	WORK SUSPENDED					
14	HOLIDAY					
15	HOLIDAY					
16	SATURDAY					
17	SUNDAY					
18	7:50	12:00	12:05	5:00		
19	7:55	12:00	12:05	5:01		
20	LEAVE					
21	7:30	12:00	12:05	5:01		
22	LEAVE					
23	SATURDAY					
24	SUNDAY					
25	7:50	12:00	12:05	5:00		
26	LEAVE					
27	7:55	12:00	12:05	5:00		
28	7:30	12:00	12:05	5:00		
29	LEAVE					
30	SATURDAY					
TOTAL (no noon break with overtime)						

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 of the time of arrival and departure from office.


ERLINDA S. VALENZONA
Admin Assistant II

Verified as to the prescribed office hours.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs