

DAILY TIME RECORD **ATUPAN, QUEEN-EVER Y.** (NAME)

For the month of
May 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	TEAM BUILDING					Absent
3-TUE	HOLIDAY					Holiday
4-WED	SPECIAL EMERGENCY LEAVE					Absent
5-THU	7:54	12:53	12:55	5:01	4hrs	4hrs
6-FRI	SPECIAL EMERGENCY LEAVE					Absent
7-SAT						Off
8-SUN						Off
9-MON	HOLIDAY / ELECTION DAY					Holiday
10-TUE	7:24	12:04	12:06	5:09		8hrs
11-WED	7:49	12:09	12:10	6:37		8hrs
12-THU	} FORCED LEAVE					Absent
13-FRI						Absent
14-SAT						Off
15-SUN						Off
16-MON	FORCED LEAVE					Absent
17-TUE	7:51	12:24	12:25	5:51		8hrs
18-WED	C.D.O.					Absent
19-THU	7:39	12:11	12:12	5:07		8hrs
20-FRI	8:09	12:11	12:13	6:08	9mins	7hrs 51mins
21-SAT						Off
22-SUN						Off
23-MON	6:33	12:58	12:59	5:07		8hrs
24-TUE	7:50	12:09	12:11	5:07		8hrs
25-WED	8:20	12:20	12:25	5:06		
26-THU	7:40	12:14	12:16	5:03		8hrs
27-FRI	7:18	12:05	12:06	5:17		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:56	12:12	12:14	5:16		8hrs
31-TUE	7:54	12:10	12:11	5:08		8hrs

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.


QUEEN-EVER Y. ATUPAN

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Director
Office of the Director for Administrative Services