

DAILY TIME RECORD **CIRCULADO, VALERIE D.** (NAME)

For the month of
December 1 - 31, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	On Leave					Absent
2-THU	8:11	12:01	1:00	5:03	4hrs 11mins	3hrs 49mins
3-FRI	8:17	12:01	1:00	5:15	4hrs 17mins	3hrs 43mins
4-SAT						Off
5-SUN						Off
6-MON	8:04	12:04	12:59	5:11	4hrs 4mins	3hrs 56mins
7-TUE	8:09	12:04	1:00	5:00	4hrs 9mins	3hrs 51mins
8-WED	HOL DAY					Absent
9-THU	8:04	12:03	1:00	5:01	4hrs 4mins	3hrs 56mins
10-FRI	Half-Day		1:00	5:19	8hrs	
11-SAT						Off
12-SUN						Off
13-MON	Half-Day		12:59	6:45	8hrs	
14-TUE	7:52	12:01	1:00	5:22	4hrs	4hrs
15-WED	8:12	12:12	Work suspended		8hrs	
16-THU	Work suspended					Absent
17-FRI	Work suspended					Absent
18-SAT						Off
19-SUN						Off
20-MON	8:05	12:02	1:00	5:03		Absent
21-TUE	7:59	12:01	12:58	5:02		Absent
22-WED	8:05	12:03	1:00	5:02		Absent
23-THU	7:54	12:05	1:00	5:03		Absent
24-FRI	8:00	12:02	Work suspended			Absent
25-SAT						Off
26-SUN						Off
27-MON	7:58	12:02	1:00	7:19	8hrs	
28-TUE	8:00	12:01	12:59	8:07	8hrs	
29-WED	8:16	12:02	12:58	7:41	8hrs	
30-THU	HOLIDAY					Absent
31-FRI	8:00	12:01	1:00	5:00		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.


VALERIE D. CIRCULADO

VERIFIED as to prescribed office hours


QUEEN-EVER Y. ATUPAN

Department Head
Office of the Cashier