

# DAILY TIME RECORD

## MIRAFLORE, MARIA ROBERTA S.

(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	Calamity Leave					Absent
3-TUE	Edil Fitr (Holiday)					Holiday
4-WED	Calamity Leave					Absent
5-THU	Team Building					Absent
6-FRI	Team Building					Absent
7-SAT						Off
8-SUN						Off
9-MON	National Election Day					Holiday
10-TUE	Calamity Leave					Absent
11-WED	7:54	12:36	12:38	5:25	8hrs	
12-THU	7:52	12:19	12:20	5:10		8hrs
13-FRI	7:53	12:27	12:34	5:01		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:42	12:40	12:42	5:14		8hrs
17-TUE	7:44	12:50	12:52	5:10		8hrs
18-WED	7:43	12:34	12:36	5:00		8hrs
19-THU	7:49	12:28	12:30	5:08		8hrs
20-FRI	7:42	12:28	12:30	5:02	4hrs	4hrs
21-SAT						Off
22-SUN						Off
23-MON	7:49	12:36	12:43	5:21		8hrs
24-TUE	7:41	12:40	12:44	5:00		8hrs
25-WED	7:43	12:37	12:39	5:01		8hrs
26-THU	7:56	12:37	12:39	5:01		8hrs
27-FRI	7:79	12:42	12:44	5:00		Absent
28-SAT						Off
29-SUN						Off
30-MON	7:54	12:46	12:48	5:00		8hrs
31-TUE	7:46	12:53	12:56	5:37		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.

  
**MARIA ROBERTA S. MIRAFLORE**

VERIFIED as to prescribed office hours

**RYSAN C. GUINOCOR**

Director  
Office of the Director for Administrative Services