

**DAILY TIME RECORD****ATUPAN, QUEEN-EVER Y.**

(NAME)

For the month of

April 1 - 30, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:07	12:28	12:30	5:00	7mins	7hrs 53mins
2-SAT						Off
3-SUN						Off
4-MON	7:31	12:57	12:58	5:06		8hrs
5-TUE	8:01	12:13	12:15	5:02	1min	7hrs 59mins
6-WED	7:55	12:36	12:37	5:02		8hrs
7-THU	7:49	12:20	12:21	5:04		8hrs
8-FRI	8:11	12:11	12:14	5:01	11mins	7hrs 49mins
9-SAT						Off
10-SUN						Off
11-MON	WORK SUSPENDED					Absent SUSPENDED 8:00 am 5:00 pm
12-TUE	WORK SUSPENDED					Absent SUSPENDED 8:00 am 5:00 pm
13-WED	WORK SUSPENDED					Absent SUSPENDED 8:00 am 5:00 pm
14-THU	HOLIDAY					Holiday
15-FRI	HOLIDAY					Holiday
16-SAT						Off
17-SUN						Off
18-MON	7:40	12:05	12:09	5:03	8hrs	
19-TUE	7:53	12:00	12:02	5:09		8hrs
20-WED	7:48	12:08	12:11	5:08	8hrs	
21-THU	8:09	12:04	12:08	5:01	8hrs	
22-FRI	SPECIAL EMERGENCY LEAVE					Absent
23-SAT						Off
24-SUN						Off
25-MON	7:53	12:07	12:09	5:00		8hrs
26-TUE	8:00	12:07	12:15	5:00	8hrs	
27-WED	7:48	12:41	12:42	5:14		8hrs
28-THU	8:13	12:23	12:25	5:01	13mins	7hrs 47mins
29-FRI	SPECIAL EMERGENCY LEAVE					Absent
30-SAT						Off

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