

DAILY TIME RECORD

TIU, SANDRA C.

(NAME)

For the month of  
February 1 - 28, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:47	12:42	12:43	8:00		8hrs
3-THU	7:48	12:40	12:41	8:00		8hrs
4-FRI	7:47	12:26	12:27	8:00		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:38	12:18	12:20	8:01		8hrs
8-TUE	7:29	12:00			4hrs	4hrs
9-WED	7:29	12:21	12:22		4hrs	4hrs
10-THU	7:32	12:20	12:21		4hrs	4hrs
11-FRI	7:28			8:00	8hrs	
12-SAT						Off
13-SUN						Off
14-MON	7:36	12:30	12:31		4hrs	4hrs
15-TUE						Absent
16-WED	7:26				8hrs	
17-THU	7:35	12:25	12:26		4hrs	4hrs
18-FRI	7:46	12:31	12:35		4hrs	4hrs
19-SAT						Off
20-SUN						Off
21-MON	7:30	12:09	12:10		4hrs	4hrs
22-TUE	7:30	12:22	12:23		4hrs	4hrs
23-WED	7:31	12:12	12:13		4hrs	4hrs
24-THU		12:18	12:49		8hrs	
25-FRI						Absent
26-SAT						Off
27-SUN						Off
28-MON	7:37	12:18	12:20		4hrs	4hrs

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.

SANDRA C. TIU

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO

Department Head  
Accounting Office

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