

DAILY TIME RECORD

TIU, SANDRA C.

(NAME)

For the month of
November 1 - 30, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Absent
2-TUE	7:31	12:28	12:29		4hrs	4hrs
3-WED	7:25	12:27	12:28		4hrs	4hrs
4-THU	7:27	12:34	12:35		4hrs	4hrs
5-FRI	7:26	12:26	12:28		4hrs	4hrs
6-SAT						Off
7-SUN						Off
8-MON						Absent
9-TUE	7:26	12:30	12:33		4hrs	4hrs
10-WED	7:28	12:28	12:28		4hrs	4hrs
11-THU	7:49	12:26	12:28		4hrs	4hrs
12-FRI	7:52	12:28	12:30		4hrs	4hrs
13-SAT						Off
14-SUN						Off
15-MON	7:25				8hrs	
16-TUE	7:33	12:30	12:35		4hrs	4hrs
17-WED	7:31				8hrs	
18-THU	7:35	12:20	12:22		4hrs	4hrs
19-FRI	7:38	12:38	12:40		4hrs	4hrs
20-SAT						Off
21-SUN						Off
22-MON	7:33	12:28	12:30		4hrs	4hrs
23-TUE	7:46	12:33	12:34		4hrs	4hrs
24-WED	7:23	12:29	12:30		4hrs	4hrs
25-THU	7:30	12:26	12:28		4hrs	4hrs
26-FRI	7:36	12:26	12:27		4hrs	4hrs
27-SAT						Off
28-SUN						Off
29-MON	7:31	12:30	12:32		4hrs	4hrs
30-TUE						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.

SANDRA C. TIU

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO

Department Head
Accounting Office

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