

**DAILY TIME RECORD****CRUZ, MARIA TERESA A.**

(NAME)

For the month of

**January 1 - 31, 2022**Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						Absent
4-TUE						Absent
5-WED	7:27	12:22	12:47	5:15		8hrs
6-THU	7:32	12:16	12:50	5:09		8hrs
7-FRI	7:44	12:05	12:47	5:37		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:46	12:05	12:49	5:02		8hrs
11-TUE	7:50	12:10	12:53	5:07		8hrs
12-WED	7:48	12:24	12:52	5:03		8hrs
13-THU	7:53	12:07	12:50	5:02		8hrs
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON						Absent
18-TUE						Absent
19-WED	7:50	12:01	12:06	5:00	4hrs	4hrs
20-THU	7:58	12:01	12:59	5:00	4hrs	4hrs
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON	7:45	12:06	12:40	5:07		8hrs
25-TUE	7:54	12:02	12:52	5:06		8hrs
26-WED	7:46	12:05	12:51	5:03		8hrs
27-THU	7:56	12:05	12:51	5:02	4hrs	4hrs
28-FRI	7:56	12:11	12:48	5:00	4hrs	4hrs
29-SAT						Off
30-SUN						Off
31-MON		WFH				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.

  
**MARIA TERESA A. CRUZ**

VERIFIED as to prescribed office hours

**EDGARDO E. TULIN**President  
Office of the President**DAILY TIME RECORD****CRUZ, MARIA TERESA A.**

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**MARIA TERESA A. CRUZ**

VERIFIED as to prescribed office hours

**EDGARDO E. TULIN**President  
Office of the President