

**DAILY TIME RECORD****CALUNANGAN, FE C.**

(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		Team Building				Absent
3-TUE		Holiday				Holiday
4-WED	7:56	12:42	12:43	5:06		8hrs
5-THU	7:35	12:18	12:19	5:01		8hrs
6-FRI	7:41	12:30	1:00	5:00	8hrs	
7-SAT						Off
8-SUN						Off
9-MON		Election Day				Holiday
10-TUE		Emergency Leave				Absent
11-WED	7:52	12:49	12:51	5:03		8hrs
12-THU	7:35	12:00	12:02	5:02	4hrs	4hrs
13-FRI	7:44	12:29	12:30	5:10		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:35	12:00	12:00	5:05		8hrs
17-TUE	7:38	12:32	12:33	5:01		8hrs
18-WED	7:41	12:09	12:09	leave	4hrs	4hrs
19-THU	7:38	12:58	12:59	5:02		8hrs
20-FRI	7:52	12:19	12:19	5:07		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:40	12:37	12:39	5:01	4hrs	4hrs
24-TUE	7:39	12:26	12:27	5:02		8hrs
25-WED	7:48	12:58	12:59	5:02		8hrs
26-THU	7:58	12:26	12:26	5:02		8hrs
27-FRI	7:44	12:04	12:06	5:03		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:58	12:00	1:00	5:07	8hrs	
31-TUE	7:50	12:38	12:38	5:03		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.

  
**FE C. CALUNANGAN** G/I

VERIFIED as to prescribed office hours

  
**QUEEN-EVER Y. ATUPAN**  
 Department Head  
 Office of the Cashier