

DAILY TIME RECORD

ESPINOSA, GRACIANA M.

(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	All Saints Day					Absent
2-TUE	8:00	12:00	leave			Absent
3-WED	7:59	12:00	12:50	5:00		Absent
4-THU	7:52	12:00	12:55	5:00	8hrs	
5-FRI	7:55	12:00	1:00	5:00		Absent
6-SAT	Saturday					Off
7-SUN	Sunday					Off
8-MON	HOLIDAY					Absent
9-TUE	7:59	12:00	1:00	5:00		Absent
10-WED	7:56	12:00	12:55	5:00		Absent
11-THU	7:56	12:00	12:40	5:00		Absent
12-FRI	8:15	12:00	12:05	5:00		Absent
13-SAT	Saturday					Off
14-SUN	Sunday					Off
15-MON	7:56	12:00	1:00	5:00		Absent
16-TUE	8:05	12:00	1:00	5:00		Absent
17-WED	7:56	12:00	1:00	5:00		Absent
18-THU	7:43	12:00	12:50	5:00		Absent
19-FRI	7:50	12:00	1:00	5:00		Absent
20-SAT	Saturday					Off
21-SUN	Sunday					Off
22-MON	7:51	12:00	12:50	5:00	8hrs	
23-TUE	8:03	12:00	12:40	5:00		Absent
24-WED	8:00	12:00	12:50	5:00		Absent
25-THU	8:15	12:00	1:00	5:00		Absent
26-FRI	8:10	12:00	12:55	5:00		Absent
27-SAT	Saturday					Off
28-SUN	Sunday					Off
29-MON	8:15	12:00	1:00	5:00		Absent
30-TUE	HOLIDAY					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.


GRACIANA M. ESPINOSA

VERIFIED as to prescribed office hours


MARIA ROBERTA S. MIRAFLOR

Department Head
 Records and Archives Office