

DAILY TIME RECORD **ATUPAN, QUEEN-EVER Y.** (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					Holiday
2-WED	8:00	12:01	12:10	5:05	8hrs	
3-THU	8:05	12:09	12:10	5:01	5mins	7hrs 55mins
4-FRI	7:52	12:10	12:11	5:05	4hrs	4hrs
5-SAT						Off
6-SUN						Off
7-MON	} WORK FROM HOME					Absent
8-TUE						Absent
9-WED						Absent
10-THU						Absent
11-FRI						Absent
12-SAT						Off
13-SUN						Off
14-MON	7:15	12:09	12:11	5:03	4hrs	4hrs
15-TUE	7:54	12:05	12:15	5:04	8hrs	
16-WED	7:56	12:39	12:41	5:03		8hrs
17-THU	8:01	12:28	12:30	5:05	1min	7hrs 59mins
18-FRI	C.D.O.					Absent
19-SAT						Off
20-SUN						Off
21-MON	7:17	12:00	12:02	5:01		8hrs
22-TUE	8:08	12:24	12:25	5:03	8mins	7hrs 52mins
23-WED	7:51	12:05	12:15	5:02	8hrs	
24-THU	7:40	12:04	12:09	5:01	8hrs	
25-FRI	HOLIDAY					Absent
26-SAT						Off
27-SUN						Off
28-MON	CDO					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.


QUEEN-EVER Y. ATUPAN

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Director
Office of the Director for Administrative Services