

DAILY TIME RECORD
CRUZ, MARIA TERESA A.
(NAME)

For the month of
December 1 - 31, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:00	12:19	12:39	5:05	4hrs	4hrs
2-THU	8:00	12:16	12:48	5:02	8hrs	
3-FRI	7:51	12:15	12:57	5:01		8hrs
4-SAT						Off
5-SUN						Off
6-MON	ON LEAVE SUP					Absent
7-TUE	-	CTO				Absent
8-WED					Absent	
9-THU	-				Absent	
10-FRI	-				Absent	
11-SAT						Off
12-SUN						Off
13-MON	CTO					Absent
14-TUE						Absent
15-WED			MEMO CIRC. # 132			Absent
16-THU	MEMO CIRC # 132					Absent
17-FRI	MEMO CIRC. # 133					Absent
18-SAT						Off
19-SUN						Off
20-MON	CTO					Absent
21-TUE	FL					Absent
22-WED	CTO					Absent
23-THU	CTO					Absent
24-FRI	ON LEAVE SUP (AM)					Absent
25-SAT						Off
26-SUN						Off
27-MON	CTO					Absent
28-TUE	CTO					Absent
29-WED	CTO					Absent
30-THU	HOLIDAY					Absent
31-FRI	ON LEAVE SUP (AM)					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.
(NAME)

For the month of
December 1 - 31, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:00	12:19	12:39	5:05	4hrs	4hrs
2-THU	8:00	12:16	12:48	5:02	8hrs	
3-FRI	7:51	12:15	12:57	5:01		8hrs
4-SAT						Off
5-SUN						Off
6-MON	ON LEAVE SUP					Absent
7-TUE	-	CTO				Absent
8-WED					Absent	
9-THU	-				Absent	
10-FRI	-				Absent	
11-SAT						Off
12-SUN						Off
13-MON	CTO					Absent
14-TUE						Absent
15-WED			MEMO CIRC # 132			Absent
16-THU	MEMO CIRC # 132					Absent
17-FRI	MEMO CIRC # 133					Absent
18-SAT						Off
19-SUN						Off
20-MON		CTO				Absent
21-TUE		FL				Absent
22-WED			Absent			
23-THU		CTO				Absent
24-FRI	ON LEAVE SUP (AM)					Absent
25-SAT						Off
26-SUN						Off
27-MON	CTO					Absent
28-TUE					Absent	
29-WED					Absent	
30-THU					Absent	
31-FRI	HOLIDAY ON LEAVE SUP (AM)					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