

DAILY TIME RECORD**MENDOZA, MA. MELISSA F.**

(NAME)

For the month of

December 1 - 31, 2021

Official hours for arrival and departure

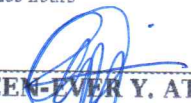
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	sick leave					Absent
2-THU	sick leave					Absent
3-FRI	sick leave					Absent
4-SAT						Off
5-SUN						Off
6-MON	sick leave					Absent
7-TUE	sick leave					Absent
8-WED	HOLIDAY					Absent
9-THU	sick leave					Absent
10-FRI	sick leave					Absent
11-SAT						Off
12-SUN						Off
13-MON	sick leave					Absent
14-TUE	sick leave					Absent
15-WED	WORK SUSPENDED					Absent
16-THU	WORK SUSPENDED					Absent
17-FRI	WORK SUSPENDED					Absent
18-SAT						Off
19-SUN						Off
20-MON	sick leave					Absent
21-TUE	sick leave					Absent
22-WED	sick leave					Absent
23-THU	sick leave					Absent
24-FRI	WORK SUSPENDED					Absent
25-SAT						Off
26-SUN						Off
27-MON	sick leave					Absent
28-TUE	7:40	12:00	1:00	5:00		Absent
29-WED	8:16	12:50	1:00	5:00		Absent
30-THU	HOLIDAY					Absent
31-FRI	WORK SUSPENDED					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.


MA. MELISSA F. MENDOZA

VERIFIED as to prescribed office hours


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