

# DAILY TIME RECORD

## MENDOZA, MA. MELISSA F.

(NAME)

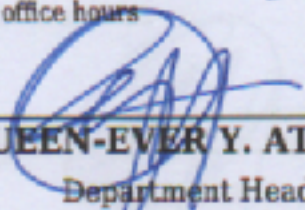
For the month of  
January 1 - 31, 2023  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Holiday
3-TUE	7:48	12:40	12:42	5:35		8hrs
4-WED	7:52	12:18	12:20	5:37		8hrs
5-THU	8:23	12:33	12:34	5:36	23mins	7hrs 37mins
6-FRI	8:00	12:44	12:48	5:30		8hrs
7-SAT						Off
8-SUN						Off
9-MON	8:00	12:30	12:34	5:33		8hrs
10-TUE	8:32	12:11	12:13	5:26	32mins	7hrs 28mins
11-WED	8:03	12:10	12:14	5:52	3mins	7hrs 57mins
12-THU	8:10	12:27	12:30	5:10	10mins	7hrs 50mins
13-FRI	7:59	12:25	12:28	5:19		8hrs
14-SAT						Off
15-SUN						Off
16-MON	8:11	12:05	12:16	5:31	11mins	7hrs 49mins
17-TUE	8:07	12:11	12:13	5:32	7mins	7hrs 53mins
18-WED	7:55	12:11	12:14	5:31		8hrs
19-THU	7:58	12:05	12:09	5:10		8hrs
20-FRI	8:01	12:04	12:18	5:28	1min	7hrs 59mins
21-SAT						Off
22-SUN						Off
23-MON	8:10	12:08	12:32	5:30	10mins	7hrs 50mins
24-TUE	7:49	12:14	12:16	5:16		8hrs
25-WED	8:10	12:03	12:10	5:15	10mins	7hrs 50mins
26-THU	8:03	12:11	12:15	5:24	3mins	7hrs 57mins
27-FRI	8:02	12:23	12:26	5:21	2mins	7hrs 58mins
28-SAT						Off
29-SUN						Off
30-MON	7:55	12:01	12:06	5:21		8hrs
31-TUE	8:01	12:24	12:29	5:10	1min	7hrs 59mins

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

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