

DAILY TIME RECORD

ARLIN B. FLANDEZ

Name

for the month of February 1-28, 2022

Official hours of arrival (Regular Days) _____

and departure (Saturdays) _____

Day	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	7:54	12:06	12:58	5:01		
2	7:29	12:07	12:53	5:00		
3	7:34	12:02	12:54	5:01		
4	7:22	12:05	12:54	5:01		
5		Saturday				
6		Sunday				
7	7:32	12:02	12:54	5:00		
8	7:29	12:05	12:54	5:01		
9	7:32	12:03	12:53	5:00		
10	7:33	12:01	12:55	5:01		
11	7:30	12:02	12:58	5:01		
12		Saturday				
13		Sunday				
14	7:24	12:02	12:54	5:00		
15	7:26	12:05	12:54	5:01		
16	7:29	12:05	12:54	5:01		
17	7:28	12:07	12:53	5:00		
18	7:28	12:02	12:54			
19		Saturday				
20		Sunday				
21		On Leave				
22	6:59	12:06	12:58	5:01		
23	6:52	12:07	12:53	5:00		
24	6:52	12:02	12:54	5:01		
25	6:55	12:05	12:54	5:01		
26		Saturday				
27		Sunday				
28	6:48	12:07	on leave			
29	6:58	12:06	12:58	5:01		
30	7:00	12:02	on leave			
31		On Leave				
Total						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office .

ARLIN B. FLANDEZ

Verified as to prescribe office hours.

MARIA TERESA A. CRUZ
Internal Auditor IV