


DAILY TIME RECORD **VALENZONA, VALERIE C.** (NAME)

For the month of
January 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	On	Leave				Absent
4-TUE	On	Leave				Absent
5-WED	On	Leave				Absent
6-THU	8:08	12:05	12:59	6:37	8mins	7hrs 52mins
7-FRI	8:09	12:05	1:00	9:26	4hrs 9mins	3hrs 51mins
8-SAT						Off
9-SUN						Off
10-MON	On	Leave				Absent
11-TUE	8:02	12:04	1:00	5:30	4hrs 2mins	3hrs 58mins
12-WED	8:05	12:14	12:58	5:55	8hrs	} 7
13-THU	8:00	12:01	12:59	6:15	8hrs	
14-FRI	On	Leave				Absent
15-SAT						Off
16-SUN						Off
17-MON	9:22	12:03	12:59	3:45	5hrs 22mins	2hrs 38mins
18-TUE	8:17	12:01	1:00	5:06	8hrs	} 7
19-WED	On	Leave				
20-THU	8:08	12:03	1:00	5:19	4hrs 8mins	3hrs 52mins
21-FRI	On	Leave				Absent
22-SAT						Off
23-SUN						Off
24-MON	Work from Home					Absent
25-TUE	Work from Home					Absent
26-WED	Work from Home					Absent
27-THU	Work from Home					Absent
28-FRI	Work from Home					Absent
29-SAT						Off
30-SUN						Off
31-MON	8:00	12:02	12:58	5:03	8hrs	7

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.


VALERIE C. VALENZONA

VERIFIED as to prescribed office hours


QUEEN-EVER Y. ATUPAN

Department Head
Office of the Cashier