

**DAILY TIME RECORD****CRUZ, MARIA TERESA A.**

(NAME)

For the month of

July 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:53	12:01	12:53	5:26		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:53	12:02	12:40	5:16		8hrs
5-TUE	7:59	12:16	12:51	5:17		8hrs
6-WED	7:56	12:07	12:31	5:14		8hrs
7-THU	7:57	12:02	12:44	5:24		8hrs
8-FRI	7:55	12:03	12:43	5:14		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:55	12:10	12:53	5:16		8hrs
12-TUE	7:50	12:04	12:31	5:05		8hrs
13-WED	7:54	12:07	12:50	5:15		8hrs
14-THU	7:39	12:04	12:48	5:14		8hrs
15-FRI	7:39	12:03	12:49	5:06		8hrs
16-SAT	7:58					
17-SUN						Off
18-MON	7:58	12:06	12:47	5:08		8hrs
19-TUE	7:51	12:04	12:57	5:07		8hrs
20-WED	7:55	12:13	12:49	5:11		8hrs
21-THU	7:56	12:16	12:55	5:28		8hrs
22-FRI	8:01	12:02	12:54	5:30	1min	7hrs 59mins
23-SAT						Off
24-SUN						Off
26-TUE						SPL
27-WED						SPL
28-THU	7:52	12:04	1:00	5:12		8hrs
29-FRI	7:49	12:02	12:50	5:13		8hrs
30-SAT						Off
31-SUN						Off

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

**ALLEN GLENNIE P. LAMBERT**

Department Head  
Office of the Executive Secretary

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