

**DAILY TIME RECORD****AMPAC, LOUELLA C.**

(NAME)

For the month of

March 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:56	12:25	12:28	5:01	4hrs	4hrs
2-WED	8:18	12:19	12:50	5:00	4hrs 18mins	3hrs 42mins
3-THU	7:50	12:00	12:24	5:00	8hrs	
4-FRI	7:49	12:01	12:34	5:00	8hrs	
5-SAT						Off
6-SUN						Off
7-MON	7:56	12:00	12:30	5:08	8hrs	
8-TUE	7:47	12:00	12:39	5:01	8hrs	
9-WED	7:48	12:01	12:50	5:02	8hrs	
10-THU	7:47	12:00	12:59	5:01	8hrs	
11-FRI	7:48	12:04	12:50	5:01	4hrs	4hrs
12-SAT						Off
13-SUN						Off
14-MON	7:47	12:00	12:41	5:00	8hrs	
15-TUE	7:51	12:00	12:42	5:01	8hrs	
16-WED	7:49	12:01	12:50	5:00	8hrs	
17-THU	7:51	12:00	12:50	5:00	8hrs	
18-FRI	7:48	12:01	12:55	5:00	8hrs	
19-SAT						Off
20-SUN						Off
21-MON	7:54	12:00	1:00	5:00		Absent
22-TUE	7:49	12:01	12:50	5:01	4hrs	4hrs
23-WED	7:48	12:00	12:55	5:01		Absent
24-THU	7:48	12:01	12:50	5:00		Absent
25-FRI	OB - travel to Supd MBI (CSC HAP)					Absent
26-SAT						Off
27-SUN						Off
28-MON	7:49	12:01	12:50	5:00	8hrs	
29-TUE	7:51	12:02	12:47	5:00	8hrs	
30-WED	OB - or moc - BIR (CSC HAP)					Absent
31-THU	7:48	12:02	12:50	5:00	8hrs	

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.

*Louella C. Ampac*  
**LOUELLA C. AMPAC**

VERIFIED as to prescribed office hours

**DANIEL LESLIE S. TAN**

Vice President

Office of the Vice President for Admin. & Finance