

DAILY TIME RECORD**ACILO, VIRGILIO C.**

(NAME)

For the month of

June 1 - 30, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:48	12:02	12:04	5:00		8hrs
2-THU	7:50	12:02	12:37	5:00		8hrs
3-FRI	8:11	12:02	12:33	5:01	11mins	7hrs 49mins
4-SAT						Off
5-SUN						Off
6-MON	7:59	12:03	12:42	5:00		8hrs
7-TUE	7:58	12:13	12:13	5:02		8hrs
8-WED	7:54	12:27	12:30	5:00		8hrs
9-THU	7:54	12:10	12:12	5:00		8hrs
10-FRI	7:59	12:06	ABSENT		4hrs	4hrs
11-SAT						Off
12-SUN						Off
13-MON	7:53	12:03	12:53	5:00		8hrs
14-TUE	7:37	12:03	12:55	5:01		8hrs
15-WED	7:56	12:09	1:11	5:00	11mins	7hrs 49mins
16-THU	8:09	12:04	12:46	4:05	1hr 4mins	6hrs 56mins
17-FRI	8:06	12:07	12:55	5:02	6mins	7hrs 54mins
18-SAT						Off
19-SUN						Off
20-MON	8:02	12:01	12:37	5:00	2mins	7hrs 58mins
21-TUE	7:48	12:00	12:06	5:00		8hrs
22-WED	8:12	12:01	12:04	5:01	12mins	7hrs 48mins
23-THU	7:56	12:12	12:14	5:00		8hrs
24-FRI	8:17	12:05	1:18	4:33	1hr 2mins	6hrs 58mins
25-SAT						Off
26-SUN						Off
27-MON	7:46	12:04	12:07	5:00		8hrs
28-TUE	7:57	12:01	12:05	5:01		8hrs
29-WED	8:00	12:05	ABSENT		4hrs	4hrs
30-THU	8:03	12:09	12:11	5:00	4hrs 3mins	3hrs 57mins

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 office.



VIRGILIO C. ACILO

VERIFIED as to prescribed office hours



MARIA ROBERTA S. MIRAFLOR

Department Head
Office of the Head of Records and Archives