

DAILY TIME RECORD
CRUZ, MARIA TERESA A.
(NAME)

For the month of
October 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	7:52	12:01	12:48	5:22		8hrs
4-TUE	7:54	12:07	12:45	5:37		8hrs
5-WED	7:43	12:08	12:46	5:30		8hrs
6-THU	7:55	12:04	12:46	5:12		8hrs
7-FRI	7:57	12:12	12:48	5:02		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:49	12:04	12:51	5:06		8hrs
11-TUE	7:54	12:06	12:50	5:32		8hrs
12-WED	7:57	12:03	12:49	5:20		8hrs
13-THU	7:55	12:08	12:52	5:13		8hrs
14-FRI	7:57	12:01	12:50	5:47		8hrs
15-SAT						Off
16-SUN						Off
17-MON						OB
18-TUE						OB
19-WED						OB
20-THU						Holiday
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON						OB
25-TUE	7:54	12:01	12:30	5:41		8hrs
26-WED	7:57	12:02	12:42	5:33		8hrs
27-THU	7:58	12:06	12:50	5:12		8hrs
28-FRI	8:10	12:50	1:00	2:15	2hrs 55mins	MC # 123 5hrs 5mins PAENG HALF DAY
29-SAT						Off
30-SUN						Off
31-MON	PROCLAMATION 79					Absent HOLIDAY

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