

DAILY TIME RECORD**MENDOZA, MA. MELISSA F.**

(NAME)

For the month of

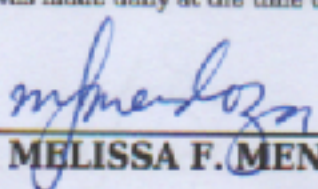
August 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON			12:12	5:21		4hrs (VL half day)
2-TUE	8:27	12:10	12:18	5:21	27mins	7hrs 33mins
3-WED	8:15	12:04	12:09	5:08	15mins	7hrs 45mins
4-THU	8:05	12:00	12:57	5:08	5mins	7hrs 55mins
5-FRI	8:05	12:54	12:59	5:08	5mins	7hrs 55mins
6-SAT						Off
7-SUN						Off
8-MON	8:03	12:11	12:14	5:14	3mins	7hrs 57mins
9-TUE	8:03	12:06	12:08	5:06	3mins	7hrs 57mins
10-WED	7:59	12:24	12:27	5:19		8hrs
11-THU	7:52	12:34	12:36	5:20		8hrs
12-FRI	8:01	12:21	12:26	5:13	1min	7hrs 59mins
13-SAT						Off
14-SUN						Off
15-MON	8:05	12:28	12:32	5:22	5mins	7hrs 55mins
16-TUE	8:02	12:23	12:28	5:23	2mins	7hrs 58mins
17-WED	7:57	12:00	12:07	5:10		8hrs
18-THU	8:08	12:22	12:26	5:29	8mins	7hrs 52mins
19-FRI	8:03	12:07	12:12	5:19	3mins	7hrs 57mins
20-SAT						Off
21-SUN						Off
22-MON	7:51	12:10	12:32	5:15		8hrs
23-TUE	7:55	12:30	12:31	5:14		8hrs
24-WED	8:03	12:26	12:29	5:20	3mins	7hrs 57mins
25-THU	7:57	12:14	12:20	5:15		8hrs
26-FRI	7:45	12:02	12:09	5:22		8hrs
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	8:13	12:00	1:01	5:19	14mins	7hrs 46mins
31-WED	7:49	12:34	12:34	5:18		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.


MA. MELISSA F. MENDOZA

VERIFIED as to prescribed office hours


QUEEN-EVER Y. ATUPAN

Department Head
Office of the Cashier

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