

DAILY TIME RECORD**ESPINOSA, GRACIANA M.**

(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	7:54	12:00	12:50	5:00	8hrs	
2-WED	7:42	12:00	12:50	5:00		Absent
3-THU	7:57	12:00	12:55	5:00		Absent
4-FRI	7:58	12:00	1:00	5:00		Absent
5-SAT	Saturday					Off
6-SUN	Sunday					Off
7-MON	7:53	12:00	12:40	5:00		Absent
8-TUE	7:49	12:00	12:45	5:00		Absent
9-WED	8:00	12:00	12:50	5:00		Absent
10-THU	7:40	12:00	12:35	5:00		Absent
11-FRI	7:45	12:00	12:40	5:00		Absent
12-SAT	Saturday					Off
13-SUN	Sunday					Off
14-MON	8:00	12:00	12:55	5:00		Absent
15-TUE	7:53	12:00	12:45	5:00		Absent
16-WED	7:48	12:00	1:00	5:00		Absent
17-THU	8:00	12:00	1:00	5:00		Absent
18-FRI	8:00	12:00	12:50	5:00		Absent
19-SAT	Saturday					Off
20-SUN	Sunday					Off
21-MON	7:58	12:00	12:55	5:00		Absent
22-TUE	8:00	12:00	12:50	5:00		Absent
23-WED	8:00	12:00	1:00	5:00		Absent
24-THU	7:58	12:00	12:50	5:00		Absent
25-FRI	7:45	12:00	12:50	5:00		Absent
26-SAT	Saturday					Off
27-SUN	Sunday					Off
28-MON	8:00	12:00	12:50	5:00		Absent
29-TUE	7:51	12:00	12:49	5:00		Absent
30-WED	7:49	12:00	12:40	5:00		Absent
31-THU	7:40	12:00	12:50	5:00		Absent

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.


GRACIANA M. ESPINOSA

VERIFIED as to prescribed office hours


MARIA ROBERTA S. MIRAFLORES

Department Head
Office of the Head of Records and Archives