

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

(NAME)

For the month of

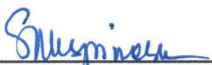
December 1 - 31, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:55	12:00	1:00	5:00		Absent
2-THU	7:55	12:00	1:00	5:00		Absent
3-FRI	8:00	12:00	1:00	5:00		Absent
4-SAT	Saturday					Off
5-SUN	Sunday					Off
6-MON	8:13	12:00	1:00	5:00		Absent
7-TUE	8:15	12:00	12:40	5:00		Absent
8-WED	HOLIDAY					Absent
9-THU	8:00	12:00	1:00	5:00		Absent
10-FRI	Force leave					Absent
11-SAT	Saturday					Off
12-SUN	Sunday					Off
13-MON	Force leave					Absent
14-TUE	7:34	12:00	12:50	5:00		Absent
15-WED	7:35	12:00	Work Suspended			Absent
16-THU	Work Suspended					Absent
17-FRI	Work Suspended					Absent
18-SAT	Saturday					Off
19-SUN	Sunday					Off
20-MON	8:00	12:00	1:00	5:00		Absent
21-TUE	7:55	12:00	1:00	5:00		Absent
22-WED	8:05	12:00	12:50	5:00		Absent
23-THU	8:00	12:00	1:00	5:00		Absent
24-FRI	7:55	13:00	HOLIDAY			Absent
25-SAT	Saturday					Off
26-SUN	Sunday					Off
27-MON	9:00	12:00	12:50	5:00		Absent
28-TUE	8:10	12:00	1:00	5:00		Absent
29-WED	Force leave					Absent
30-THU	HOLIDAY					Absent
31-FRI	Leave		HOLIDAY			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. MIRAFLOR

Department Head
Office of the Head of Records and Archives