

DAILY TIME RECORD **ATUPAN, QUEEN-EVER Y.** (NAME)

For the month of
November 1 - 30, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Absent
2-TUE	7:52	12:09	12:11	5:02		8hrs
3-WED	7:40	12:40	12:42	5:05	4hrs	4hrs
4-THU	7:48	12:14	12:16	5:03	4hrs	4hrs
5-FRI	7:57	12:07	12:09	5:01		8hrs
6-SAT						Off
7-SUN						Off
8-MON	HOLIDAY					Absent
9-TUE	7:49	12:05	12:07	5:01		8hrs
10-WED	7:58	12:06	12:08	5:02		8hrs
11-THU	7:58	12:10	12:15	5:10	8hrs	
12-FRI	7:53	12:01	12:03	5:02	4hrs	4hrs
13-SAT						Off
14-SUN						Off
15-MON	7:53	12:13	12:15	5:07		8hrs
16-TUE	7:54	12:08	12:11	5:02		8hrs
17-WED	7:51	12:01	12:02	5:08		8hrs
18-THU	7:55	12:55	12:56	5:25	4hrs	4hrs
19-FRI	CDO					Absent
20-SAT						Off
21-SUN						Off
22-MON	7:50	12:08	12:10	5:07		8hrs
23-TUE	8:06	12:09	12:10	5:03	6mins	7hrs 54mins
24-WED	7:52	12:05	12:08	5:06		8hrs
25-THU	8:00	12:09	12:12	5:02	8hrs	
26-FRI	8:05	12:04	12:06	5:10	4hrs 5mins	3hrs 55mins
27-SAT						Off
28-SUN						Off
29-MON	SPECIAL LEAVE					Absent
30-TUE	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.


QUEEN-EVER Y. ATUPAN

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Department Head
 Data Protection Office