

DAILY TIME RECORD**CRUZ, MARIA TERESA A.**

(NAME)

For the month of

April 1 - 30, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:48	12:06	12:53	5:16		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:31	12:04	12:56	5:04		8hrs
5-TUE	8:00	12:07	12:54	5:10		8hrs
6-WED	7:59	12:13	12:53	5:03		8hrs
7-THU	8:01	12:22	12:59	5:01	4hrs 1min	3hrs 59mins
8-FRI	8:02	12:02	1:00	5:11	2mins	7hrs 58mins
9-SAT						Off
10-SUN						Off
11-MON						Absent SUSPENDED 8:00 am 5:00 pm
12-TUE						Absent SUSPENDED 8:00 am 5:00 pm
13-WED						Absent SUSPENDED 8:00 am 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT						Off
17-SUN						Off
18-MON						Calamity Leave
19-TUE						Calamity Leave
20-WED						Calamity Leave
21-THU	7:49	12:07	12:48	5:08		8hrs
22-FRI	7:51				ADPA MEET	8hrs
23-SAT						Off
24-SUN						Off
25-MON		12:14	12:45	5:14	4hrs	4hrs
26-TUE						Calamity Leave
27-WED						Calamity Leave
28-THU	7:55	12:14	12:48	5:29		8hrs
29-FRI	7:57	12:15	12:54	5:51		8hrs
30-SAT						Off

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 President

Date Generated: Jun/09/2022 09:37:19

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ALLEN GLENNIE P. LAMBERT

Department Head
Office of the President

1 of 1