

DAILY TIME RECORD
TORRION, CHARLINDO S.
(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	8:00	12:00	1:00	5:00		Absent
2-SAT						Off
3-SUN						Off
4-MON	8:00	12:00	1:00	5:00		Absent
5-TUE	8:00	12:00	1:00	5:00		Absent
6-WED	8:16	12:00	1:00	5:10	8hrs	
7-THU	8:02	12:00	1:00	5:00	8hrs	
8-FRI	8:00	12:00	1:00	4:57	8hrs	
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	8:00	12:00	1:00	5:00		Absent
19-TUE	8:00	12:00	1:00	5:00		Absent
20-WED	8:00	12:00	1:00	5:00		Absent
21-THU	8:00	12:00	1:00	5:00		Absent
22-FRI	8:00	12:00	1:00	5:00		Absent
23-SAT						Off
24-SUN						Off
25-MON	CALAMITY LEAVE					Absent
26-TUE	CALAMITY LEAVE					Absent
27-WED	CALAMITY LEAVE					Absent
28-THU	CALAMITY LEAVE					Absent
29-FRI	CALAMITY LEAVE					Absent
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.

CHARLINDO S. TORRION

VERIFIED as to prescribed office hours

CHARLIE S. ANDAN
Department Head
Department of Meteorology

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