

DAILY TIME RECORD**VALDEVIESO, LEILANI 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	Accompanied son and daughter and dose vaccine					Absent
2-THU	8:10	12:00	12:55	5:05		Absent
3-FRI	8:05	12:15	12:50	5:10		Absent
4-SAT	Saturday					Off
5-SUN	Sunday					Off
6-MON	8:20	12:10	12:55	5:05		Absent
7-TUE	8:15	12:20	12:58	5:10		Absent
8-WED	HOLIDAY					Absent
9-THU	8:20	12:05	12:50	5:10		Absent
10-FRI	8:05	12:10	12:58	5:05		Absent
11-SAT	Saturday					Off
12-SUN	Sunday					Off
13-MON	LEAVE					Absent
14-TUE	8:03	12:10	12:45	5:10		Absent
15-WED	8:10	12:10	Work suspension			Absent
16-THU	Work suspension					Absent
17-FRI	Work suspension					Absent
18-SAT	Saturday					Off
19-SUN	Sunday					Off
20-MON	7:55	12:10	12:50	5:05		Absent
21-TUE	8:05	12:05	12:50	5:05		Absent
22-WED	8:10	12:10	12:45	5:05		Absent
23-THU	LEAVE					Absent
24-FRI	LEAVE - Work suspension					Absent
25-SAT	Saturday					Off
26-SUN	Sunday					Off
27-MON	8:05	12:15	12:55	5:05		Absent
28-TUE	LEAVE					Absent
29-WED	LEAVE					Absent
30-THU	HOLIDAY					Absent
31-FRI	LEAVE work suspension					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.


LEILANI M. VALDEVIESO

VERIFIED as to prescribed office hours

LORINA A. GALVEZ

Department Head
 Department of Food Science and Technology