

DAILY TIME RECORD

ATOK, JO JANE D.

(NAME)

For the month of

July 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						Absent
2-SAT						Off
3-SUN						Off
4-MON						SPL
5-TUE						SPL
6-WED						SPL
7-THU						FL
8-FRI						FL
9-SAT						Off
10-SUN						Off
11-MON	7:57	12:13	12:42	5:06		8hrs
12-TUE	7:58	12:25	1:07	5:40		8hrs
13-WED	7:52	12:16	12:18	5:16		8hrs
14-THU	7:53	12:02	1:00	5:00		8hrs
15-FRI	7:52	12:32	1:00	5:00		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:52	12:42	12:53	11:29		8hrs
19-TUE	7:56	12:43	12:43	5:47		8hrs
20-WED	7:53	12:04	12:24	5:37		8hrs
21-THU	7:52	12:17	12:20	5:09		8hrs
22-FRI	7:52	12:00	12:52	5:15		8hrs
23-SAT	8:15					
24-SUN						Off
25-MON	7:47	12:11	12:14	5:09		8hrs
26-TUE	7:51	12:00	12:01	5:11		8hrs
27-WED	7:48	12:04	1:00	5:00		8hrs
28-THU	7:52	12:13	12:21	5:14		8hrs
29-FRI						FL
30-SAT						Off
31-SUN						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.

Aug. 5, 2022

JO JANE D. ATOK

VERIFIED as to prescribed office hours

MA. THERESA P. LORETO

Department Head
Advanced Research and Innovation Center

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