

Daily Time Record (DTR)Name ERLINDA S. VALENZONAFor the month of February 01-28, 2021Official hours of arrival and departure:
(Regular Days) 8am-5pm (Saturdays) _____

D A Y	A. M.		P. M.		Undertime	
	Arri- val	Depar- ture	Arri- val	Depar- ture	Hrs.	Mins
1	HOLIDAY					
2	8:00	12:00	12:05	5:00		
3	8:00	12:00	12:05	5:01		
4	7:55	12:00	12:05	5:00		
5	SATURDAY					
6	SUNDAY					
7	7:45	12:00	12:05	5:02		
8	7:55	12:00	12:05	5:00		
9	7:45	12:00	12:05	5:00		
10	8:00	12:00	12:05	5:00		
11	8:00	12:00	12:05	5:00		
12	SATURDAY					
13	SUNDAY					
14	8:00	12:00	12:05	5:00		
15	8:00	12:00	12:05	5:00		
16	7:50	12:00	12:05	5:02		
17	7:40	12:00	12:05	5:01		
18	7:45	12:00	12:05	5:00		
19	SATURDAY					
20	SUNDAY					
21	8:00	12:00	12:05	5:00		
22	8:00	12:00	12:05	5:00		
23	7:45	12:00	12:05	5:01		
24	7:45	12:00	12:05	5:01		
25	HOLIDAY					
26	SATURDAY					
27	SUNDAY					
28	8:00	12:00	12:05	5:00		
TOTAL (no noon break with overtime)						

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily of the time of arrival and departure from office.


ERLINDA S. VALENZONA
Admin Assistant II

verified as to the prescribed office hours.


BEATRIZ S. BELONIAS
Vice President for Instruction