


DAILY TIME RECORD **VALENZONA, VALERIE C.** (NAME)


For the month of
February 1 - 28, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	HOLIDAY					Holiday
2-WED	7:55	12:01	1:00	5:59	4hrs	4hrs
3-THU	8:09	12:05	1:00	5:01	4hrs 9mins	3hrs 51mins
4-FRI	8:06	12:00	12:59	5:10	4hrs 6mins	3hrs 54mins
5-SAT						Off
6-SUN						Off
7-MON	Work from Home					Absent
8-TUE	Work from Home					Absent
9-WED	Work from Home					Absent
10-THU	Work from Home					Absent
11-FRI	Work from Home					Absent
12-SAT						Off
13-SUN						Off
14-MON	8:03	12:04	12:59	3:04	4hrs 3mins	3hrs 57mins
15-TUE	8:06	12:03	1:00	5:00	4hrs 6mins	3hrs 54mins
16-WED	8:06	12:00	12:58	5:07	4hrs	4hrs
17-THU	8:07	12:02	12:58	5:02	8hrs	
18-FRI	8:00	12:01	12:59	5:04	8hrs	
19-SAT						Off
20-SUN						Off
21-MON	On Leave					Absent
22-TUE	On Leave					Absent
23-WED	On Leave					Absent
24-THU	On Leave					Absent
25-FRI	Holiday					Absent
26-SAT						Off
27-SUN						Off
28-MON	On Leave					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.


VALERIE C. VALENZONA

VERIFIED as to prescribed office hours


QUEEN EVER Y. ATUPAN
Department Head
Office of the Cashier