

# **DAILY TIME RECORD** **URDANETA, PETER BEN LAURICE H.**

(NAME)  
 For the month of  
 May 2022  
 Official hours for arrival and departure  
 8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	TEAM BUILDING					Absent
3-TUE	HOLIDAY					Holiday
4-WED	7:49	12:00	1:00	5:57	8hrs	
5-THU	7:58	12:00	12:58	5:01		8hrs
6-FRI	7:50	TRAVEL TO ORMOC			8hrs	
7-SAT						Off
8-SUN						Off
9-MON	ELECTION DAY					Holiday
10-TUE	CALAMITY LEAVE					Absent
11-WED	7:24	12:00	1:00	5:00	8hrs	
12-THU	7:33	12:01			4hrs	4hrs
13-FRI	7:44	TRAVEL TO ORMOC			8hrs	
14-SAT						Off
15-SUN						Off
16-MON	7:40	12:00	1:00	5:03	8hrs	
17-TUE	7:16	12:00	1:00	5:11	8hrs	
18-WED	7:55	TRAVEL TO ORMOC			8hrs	
19-THU	7:45	12:02	1:00	5:13	4hrs	4hrs
20-FRI	LEAVE					Absent
21-SAT						Off
22-SUN						Off
23-MON	7:16	12:04	<del>12:04</del>	5:05	4hrs	4hrs
24-TUE	7:51	TRAVEL TO ORMOC			8hrs	
25-WED	7:55	12:00	12:59	5:06		8hrs
26-THU	7:36	12:04	12:44	5:01		8hrs
27-FRI	7:35	TRAVEL TO ORMOC			8hrs	
28-SAT						Off
29-SUN						Off
30-MON	8:09	12:25	<del>12:25</del>		8hrs	
31-TUE	7:47	12:03	12:57	5:04		8hrs

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.

  
**PETER BEN LAURICE H. URDANETA**

VERIFIED as to prescribed office hours

  
**QUEEN EVER Y. ATUPAN**

Department Head  
 Office of the Cashier