

DAILY TIME RECORD  
NAPIERE, WILMA V.  
(NAME)

For the month of  
December 1 - 31, 2023  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:08	12:22	12:23	5:11	8mins	7hrs 52mins
2-SAT						Off
3-SUN						Off
4-MON	8:10	12:34	12:39	5:20	10mins	7hrs 50mins
5-TUE	7:55	12:28	12:30	5:12		8hrs
6-WED	8:09	12:27	12:31	7:00	9mins	7hrs 51mins
7-THU	7:53	12:28	12:30	5:07		8hrs
8-FRI	9:39	12:39	12:40	5:01		7hrs 21mins
9-SAT	10:07	12:32	12:33	5:05		6hrs 57mins
10-SUN						Off
11-MON	8:02	12:23	12:24	5:10	2mins	7hrs 58mins
12-TUE						VL
13-WED	8:07	12:22	12:24	5:21	7mins	7hrs 53mins
14-THU	7:47	12:07	12:08	7:47		8hrs
15-FRI	7:55	12:11	12:12	5:33		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:51	12:25	12:27	7:02		8hrs
19-TUE	8:04	12:25	12:26	7:07	4mins	7hrs 56mins
20-WED	7:52	12:19	12:20	7:05		8hrs
21-THU	8:08	12:31	12:33	6:06	8mins	7hrs 52mins
22-FRI	8:05	12:39	12:45	5:00	5mins	7hrs 55mins
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE	9:11	12:31	12:32	5:00		7hrs 48mins
27-WED	8:00	12:34	12:35	7:06		8hrs
28-THU	7:56	12:28	12:29	7:06		8hrs
29-FRI	7:58	12:22	12:24	7:01		8hrs
30-SAT	8:33	12:20	12:25	5:01		8hrs 23mins
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.

WILMA V. NAPIERE

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO

Department Head  
Accounting Office

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