

DAILY TIME RECORD**VALENZONA, VALERIE C.**

(NAME)

For the month of

March 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	On	Leave				Absent
2-WED	On	Leave				Absent
3-THU	On	Leave				Absent
4-FRI	On	Leave				Absent
5-SAT						Off
6-SUN						Off
7-MON	8:16	12:02	12:59	6:22	8hrs	
8-TUE	8:00	12:02	1:00	5:09	8hrs	
9-WED	8:09	12:03	12:58	6:26	8hrs	
10-THU	8:10	12:01	12:59	7:40	8hrs	
11-FRI	8:07	12:03	1:00	5:58	4hrs 7mins	3hrs 53mins
12-SAT						Off
13-SUN						Off
14-MON	Half Day		1:00	5:21	8hrs	
15-TUE	8:08	12:04	12:58	5:20	4hrs 8mins	3hrs 52mins
16-WED	8:06	12:01	12:59	5:09	8hrs	
17-THU	Half Day		12:56	6:31	4hrs	4hrs
18-FRI	8:10	12:03	1:00	6:09	8hrs	
19-SAT						Off
20-SUN						Off
21-MON	8:06	12:02	12:58	5:41	8hrs	
22-TUE	9:13	12:08	12:59	5:10	8hrs	
23-WED	8:02	12:04	12:57	3:00	8hrs	
24-THU	8:07	12:03	1:00	5:02	4hrs 7mins	3hrs 53mins
25-FRI	7:56	12:02	12:58	5:00	4hrs	4hrs
26-SAT						Off
27-SUN						Off
28-MON	7:43	12:01	12:59	5:04	4hrs	4hrs
29-TUE	7:48	12:01	12:57	7:05	4hrs	4hrs
30-WED	7:49	12:01	12:59	5:04	4hrs	4hrs
31-THU	7:51	12:04	12:58	5:04	4hrs	4hrs

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