

DAILY TIME RECORD

ARLIN B. FLANDEZ

Name

For the month of January 1-31, 2022

Official hours of arrival (Regular Days)

and departure (Saturdays)

Day	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1		Saturday				
2		Sunday				
3	7:00	12:01	12:55	5:01		
4		calamity leave				
5	6:58	12:02	12:54	5:00		
6	6:58	12:05	12:54	5:01		
7		calamity leave				
8		Saturday				
9		Sunday				
10	7:15	12:02	12:54	5:00		
11	7:00	12:05	12:54	5:01		
12	7:00	12:05	12:54	5:01		
13	7:08	12:02	12:54	5:00		
14	7:08	12:05	12:54	5:01		
15		Saturday				
16		Sunday				
17	7:19	12:05	12:54	5:01		
18	7:35	12:02	12:58	5:01		
19	Booster Vaccination					
20	7:29	12:03	12:55	5:01		
21	7:31	12:01	12:55	5:01		
22		Saturday				
23		Sunday				
24		WFH				
25		WFH				
26		WFH				
27		WFH				
28		WFH				
29		Saturday				
30		Sunday				
31	ON leave-SLP					
Total						

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 at the time of arrival and departure from office.

ARLIN B. FLANDEZ

Verified as to prescribe office hours.

MARIA TERESA A. CRUZ
Internal Auditor IV

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