

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

(NAME)

For the month of

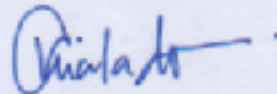
June 1 - 30, 2022

Official hours for arrival and departure

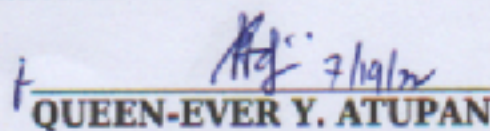
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:11	12:03	12:48	7:15	11mins	7hrs 49mins
2-THU	8:13	12:06	1:00	5:14	13mins	7hrs 47mins
3-FRI	8:05	12:12			5mins	3hrs 55mins (VL half day)
4-SAT						Off
5-SUN						Off
6-MON	8:10	12:02	1:00	5:49	10mins	7hrs 50mins
7-TUE	7:52	12:05	1:00	5:10		8hrs
8-WED	8:00	12:06	1:00	5:09		8hrs
9-THU	8:01	12:02	12:54	5:07	1min	7hrs 59mins
10-FRI	8:11	12:06	12:58	5:08	11mins	7hrs 49mins
11-SAT						Off
12-SUN						Off
13-MON	7:49	12:09	1:00	5:53		8hrs
14-TUE	9:59	12:03	1:00	5:08	1hr 59mins	6hrs 1min
15-WED	8:07	12:03	1:00	5:13	7mins	7hrs 53mins
16-THU	7:56	12:02	12:59	5:23		8hrs
17-FRI	8:08	12:10	12:58	5:36	8mins	7hrs 52mins
18-SAT						Off
19-SUN						Off
20-MON			1:00	5:06		4hrs (VL half day)
21-TUE						SL
22-WED			1:00	5:22		4hrs (VL half day)
23-THU	7:58	12:09	12:21	5:49		8hrs
24-FRI	7:30	12:10	1:00	5:08		8hrs
25-SAT						Off
26-SUN						Off
27-MON			1:00	5:14		4hrs (VL half day)
28-TUE						SL
29-WED	8:07	12:14	1:00	8:46	7mins	7hrs 53mins
30-THU	8:00	12:03	1:00	5:14		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.


VALERIE C. VALENZONA

VERIFIED as to prescribed office hours


QUEEN-EVER Y. ATUPAN

Department Head
Office of the Cashier