

DAILY TIME RECORD

MENDOZA, MA. MELISSA F.

(NAME)

For the month of
November 1 - 30, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	Holiday					Absent
2-TUE	8:27	12:00	12:01	5:11	8hrs	
3-WED	8:18	12:00	12:05	5:25	8hrs	
4-THU	8:21	12:01	12:04	5:11	8hrs	
5-FRI	8:07	12:02	12:03	5:17	8hrs	
6-SAT						Off
7-SUN						Off
8-MON	Holiday					Absent
9-TUE	7:59	12:00	12:01	5:16	8hrs	
10-WED	8:00	12:00	12:02	5:09	8hrs	
11-THU	8:04	12:01	12:03	5:21	8hrs	
12-FRI	7:54	12:00	12:01	5:08	8hrs	
13-SAT						Off
14-SUN						Off
15-MON	8:08	12:00	12:02	5:11	8hrs	
16-TUE	7:53	12:00	12:01	5:25	8hrs	
17-WED	7:52	12:00	12:02	5:24	8hrs	
18-THU	7:56	12:00	12:01	5:14	8hrs	
19-FRI	7:59	12:01	12:03	5:18	8hrs	
20-SAT						Off
21-SUN						Off
22-MON	7:59	12:00	12:01	5:20	8hrs	
23-TUE	8:17	12:01	12:02	5:15	8hrs	
24-WED	8:12	12:00	12:01	5:20	8hrs	
25-THU	8:07	12:01	12:02	5:10	8hrs	
26-FRI	8:09	12:00	12:03	5:34	8hrs	
27-SAT						Off
28-SUN						Off
29-MON	7:55	12:00	12:01	5:24	8hrs	
30-TUE	Holiday					Absent

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.


MA. MELISSA F. MENDOZA

VERIFIED as to prescribed office hours


QUEEN-EVER Y. ATUPAN

Department Head
 Office of the Cashier