

# **DAILY TIME RECORD** **CRUZ, MARIA TERESA A.** (NAME)

For the month of  
**February 1 - 28, 2022**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED		WFH				Absent
3-THU		WFH				Absent
4-FRI		WFH				Absent
5-SAT						Off
6-SUN						Off
7-MON	7:42	12:13	12:49	5:14		8hrs
8-TUE	7:51	12:06	12:52	5:00	8hrs	
9-WED	7:50	12:03	12:44	5:12		8hrs
10-THU	7:55	12:03	12:51	5:02	4hrs	4hrs
11-FRI	7:53	12:10	12:51	5:11		8hrs
12-SAT						Off
13-SUN						Off
14-MON		WFH				Absent
15-TUE		WFH				Absent
16-WED		WFH				Absent
17-THU		WFH				Absent
18-FRI		WFH				Absent
19-SAT						Off
20-SUN						Off
21-MON	7:56	12:11	12:44	5:16		8hrs
22-TUE	7:40	12:07	12:53	5:11		8hrs
23-WED		BOOSTER				Absent
24-THU	7:39	12:05	12:50	5:05		8hrs
25-FRI		HOLIDAY				Absent
26-SAT						Off
27-SUN						Off
28-MON	7:48	12:14	12:49	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.

  
**MARIA TERESA A. CRUZ**

VERIFIED as to prescribed office hours

**EDGARDO E. TULIN**

President  
Office of the President

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**MARIA TERESA A. CRUZ**

VERIFIED as to prescribed office hours

**EDGARDO E. TULIN**

President  
Office of the President