

**DAILY TIME RECORD**  
**ESPINOSA, GRACIANA M.**  
(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	8:04	12:50	12:54	5:00	4mins	7hrs 56mins
2-THU						Absent
3-FRI						Absent
4-SAT						Off
5-SUN						Off
6-MON	7:52	12:48	12:57	5:03		8hrs
7-TUE	7:58	12:04	1:03	5:03	3mins	7hrs 57mins
8-WED	7:52	12:23	12:25	5:01		8hrs
9-THU	7:49	12:07	12:09		4hrs	4hrs
10-FRI	8:13	12:34	12:36	5:00	13mins	7hrs 47mins
11-SAT						Off
12-SUN						Off
13-MON	7:47	12:37	12:39	5:02		8hrs
14-TUE	7:52	12:38	12:40	5:02		8hrs
15-WED	11:02	12:28	12:34	5:04	3hrs 2mins	4hrs 58mins
16-THU	7:56	12:29	12:30	5:06		8hrs
17-FRI	8:11	12:24	12:25	5:00	11mins	7hrs 49mins
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:35	12:38	5:03		8hrs
21-TUE	8:05	12:24	12:24	5:02	5mins	7hrs 55mins
22-WED	8:07	12:35	12:38	5:01	7mins	7hrs 53mins
23-THU						Absent
24-FRI	7:53	12:07	12:08	5:00		8hrs
25-SAT						Off
26-SUN						Off
27-MON						Absent
28-TUE	8:07	12:37	12:39	5:00	7mins	7hrs 53mins
29-WED	7:59	12:36	12:38	5:00		8hrs
30-THU	7:47	12:08	12:09		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.

**GRACIANA M. ESPINOSA**

VERIFIED as to prescribed office hours

**MARIA ROBERTA S. MIRAFLOR**

Department Head  
Office of the Head of Records and Archives

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