

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

For the month of  
**February 1 - 28, 2023**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:03	12:01	12:50	5:39	3mins	7hrs 57mins
2-THU	7:55	12:02	12:51	5:24		8hrs
3-FRI	7:53	12:03	12:52	5:14		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:58	12:04	12:49	5:19		8hrs
7-TUE	7:55	12:02	12:52	5:52		8hrs
8-WED	7:55	12:02	12:44	6:11		8hrs
9-THU	7:56	12:09	12:50	5:32		8hrs
10-FRI	7:58	12:04	12:50	5:55		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:56	12:02	12:51	5:23		8hrs
14-TUE						SPL
15-WED	7:56	12:09	12:50	5:20		8hrs
16-THU	7:57	12:05	12:50	5:50		8hrs
17-FRI	7:54	12:01	12:35	5:16		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:56	12:08	12:51	6:08		8hrs
21-TUE	7:52	12:09	12:50	5:18		8hrs
22-WED	6:54	12:01	12:52	5:11		8hrs
23-THU	7:44	12:03	12:54	8:26		8hrs
24-FRI	7:55	12:02	1:07	5:08		8hrs 8mins
25-SAT						Off
26-SUN	8:49	11:08				2hrs 19mins
27-MON	7:59	12:02	12:50	6:03		8hrs
28-TUE	7:53	12:00	1:00	5:12		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