

# **DAILY TIME RECORD** **MENDOZA, MA. MELISSA F.** (NAME)

For the month of  
 December 1 - 31, 2022  
 Official hours for arrival and departure  
 8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:15	12:32	12:34	5:33	15mins	7hrs 45mins
2-FRI	8:20	12:11	12:16	5:19	20mins	7hrs 40mins
3-SAT						Off
4-SUN						Off
5-MON	8:17	12:19	12:21	5:27	17mins	7hrs 43mins
6-TUE	8:12	12:10	12:29	5:23	12mins	7hrs 48mins
7-WED	8:00	12:26	12:28	5:30		8hrs
8-THU						Holiday
9-FRI	8:17	12:28	12:30	5:29	17mins	7hrs 43mins
10-SAT						Off
11-SUN						Off
12-MON						FL
13-TUE	10:45	12:30	12:31	5:26	2hrs 45mins	5hrs 15mins
14-WED	8:07	12:25	12:28	5:24	7mins	7hrs 53mins
15-THU	8:28	12:04	12:08	5:29	28mins	7hrs 32mins
16-FRI	8:48	12:43	12:48	5:22	48mins	7hrs 12mins
17-SAT						Off
18-SUN						Off
19-MON	8:17	12:08	12:15	5:34	17mins	7hrs 43mins
20-TUE	7:57	12:33	12:35	5:21		8hrs
21-WED	8:04	12:02	12:06	5:18	4mins	7hrs 56mins
22-THU	8:09	12:45	12:48	5:35	9mins	7hrs 51mins
23-FRI						OB
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE	8:28	12:11	12:13	5:32	28mins	7hrs 32mins
28-WED	8:25	12:14	12:17	6:17	25mins	7hrs 35mins
29-THU	7:50	12:18	12:20	5:49		8hrs
30-FRI	10:17		10:17	3:54		
31-SAT						Off

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