

DAILY TIME RECORD

SACRO, CELSO F.

(NAME)

For the month of

April 1 - 30, 2022

Official hours for arrival and departure


8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:48	12:00	12:54	5:02		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:28	12:00	12:56	5:04		8hrs
5-TUE	7:36	12:01	12:59	5:00		8hrs
6-WED	7:38	12:00	12:57	5:07		8hrs
7-THU	7:45	12:01	12:55	5:06		8hrs
8-FRI	7:48	12:01	12:54	5:01		8hrs
9-SAT						Off
10-SUN						Off
11-MON						Absent SUSPENDED 8:00 am 5:00 pm
12-TUE						Absent SUSPENDED 8:00 am 5:00 pm
13-WED						Absent SUSPENDED 8:00 am 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT						Off
17-SUN						Off
18-MON	7:32	12:01	12:01	5:05		8hrs
19-TUE	7:44	12:01	12:58	5:09		8hrs
20-WED	8:01	12:01	12:55	5:00	4hrs 1min	3hrs 59mins
21-THU	7:49	12:00	12:56	5:01		8hrs
22-FRI		LEAVE				Absent
23-SAT						Off
24-SUN						Off
25-MON	7:44	12:00	12:53	5:00	4hrs	4hrs
26-TUE		LEAVE				Absent
27-WED	7:22	12:00	1:00	5:00	8hrs	8hrs
28-THU		LEAVE				Absent
29-FRI	7:34	12:00	12:56	5:02		8hrs
30-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.


CELSO F. SACRO

VERIFIED as to prescribed office hours


QUEEN-EVER Y. ATUPAN
 Department Head
 Office of the Cashier