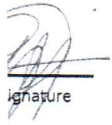


DAILY TIME RECORD
ATUPAN, QUEEN-EVER Y.
(NAME)

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

| Day | AM | | PM | | T/U | Total |
|--------|-----------------------|-------|-------|------|-------|-------------|
| | IN | OUT | IN | OUT | | |
| 1-TUE | 7:29 | 12:40 | 12:41 | 5:08 | | 8hrs |
| 2-WED | 8:00 | 12:11 | 12:13 | 5:08 | | 8hrs |
| 3-THU | 7:55 | 12:09 | 12:15 | 5:03 | 8hrs | |
| 4-FRI | 7:54 | 12:08 | 12:09 | 5:03 | | 8hrs |
| 5-SAT | | | | | | Off |
| 6-SUN | | | | | | Off |
| 7-MON | 7:36 | 12:15 | 12:20 | 5:29 | 8hrs | |
| 8-TUE | 7:48 | 12:18 | 12:20 | 5:14 | | 8hrs |
| 9-WED | Travel to Ormore City | | | | | Absent |
| 10-THU | 8:00 | 12:20 | 12:30 | 5:18 | 8hrs | |
| 11-FRI | 7:53 | 12:41 | 12:42 | 5:05 | 4hrs | 4hrs |
| 12-SAT | | | | | | Off |
| 13-SUN | | | | | | Off |
| 14-MON | 7:47 | 12:25 | 12:15 | 5:04 | 8hrs | |
| 15-TUE | 7:48 | 12:37 | 12:40 | 5:07 | | 8hrs |
| 16-WED | 8:09 | 12:29 | 12:30 | 5:43 | 9mins | 7hrs 51mins |
| 17-THU | 7:43 | 12:33 | 12:35 | 5:10 | | 8hrs |
| 18-FRI | 7:46 | 12:08 | 12:09 | 5:05 | 4hrs | 4hrs |
| 19-SAT | | | | | | Off |
| 20-SUN | | | | | | Off |
| 21-MON | 7:31 | 12:12 | 12:14 | 5:10 | | 8hrs |
| 22-TUE | 7:40 | 12:00 | 12:01 | 5:10 | | 8hrs |
| 23-WED | 7:37 | 12:05 | 12:06 | 5:08 | | 8hrs |
| 24-THU | 7:48 | 12:03 | 12:04 | 5:09 | 4hrs | 4hrs |
| 25-FRI | C.O.O. | | | | | Absent |
| 26-SAT | | | | | | Off |
| 27-SUN | | | | | | Off |
| 28-MON | 7:41 | 12:40 | 12:42 | 5:06 | 4hrs | 4hrs |
| 29-TUE | 7:55 | 12:19 | 12:21 | 5:08 | | 8hrs |
| 30-WED | 7:58 | 12:19 | 12:20 | 5:10 | | 8hrs |
| 31-THU | 7:54 | 12:07 | 12:09 | 5:01 | | 8hrs |

ITY


Signature

on _____
st _____



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.


QUEEN-EVER Y. ATUPAN

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR
Director
Office of the Director for Administrative Services

1/n