

DAILY TIME RECORD  
VALENZONA, VALERIE C.

(NAME)

For the month of  
February 1 - 28, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:55	12:11	1:00	6:08		8hrs
4-TUE	7:50	12:19	1:00	5:55		8hrs
5-WED	8:05	12:06	1:00	6:08	5mins	7hrs 55mins
6-THU	8:00	12:06	12:19	6:14		8hrs
7-FRI	8:04	12:09	12:13	5:54	4mins	7hrs 56mins
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 11:59 pm
11-TUE	8:22	12:02	12:06	6:20	22mins	7hrs 38mins
12-WED	8:06	12:07	12:10	5:33	6mins	7hrs 54mins
13-THU	8:01	12:07	12:13	3:26	1hr 35mins	6hrs 25mins
14-FRI	8:07	12:01	12:11	5:09	7mins	7hrs 53mins
15-SAT						Off
16-SUN						Off
17-MON	8:02	12:08	12:11	5:10	2mins	7hrs 58mins
18-TUE	7:57	12:00	12:11	5:13		8hrs
19-WED	8:06	12:07	12:12	5:12	6mins	7hrs 54mins
20-THU	8:05	12:04	12:08	5:24	5mins	7hrs 55mins
21-FRI						FL
22-SAT						Off
23-SUN						Off
24-MON	8:11	12:03	12:08	7:05	11mins	7hrs 49mins
25-TUE	8:02	12:04	12:13	5:17	2mins	7hrs 58mins
26-WED	8:06	12:05	12:08	5:58	6mins	7hrs 54mins
27-THU	8:07	12:08	12:13	5:58	7mins	7hrs 53mins
28-FRI	8:01	12:02	12:10	6:36	1min	7hrs 59mins

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.

VALERIE C. VALENZONA

VERIFIED as to prescribed office hours

QUEEN-EVER Y. ATUPAN

Department Head  
Cashiering Office

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