

DAILY TIME RECORD
VALENZONA, VALERIE C.

(NAME)

For the month of
March 1 - 31, 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	12:14	5:53		8hrs
4-TUE	7:55	12:06	12:09	6:10		8hrs
5-WED	7:51	12:06	12:05	5:12		8hrs
6-THU	8:00	12:02	12:22	9:09		8hrs
7-FRI	8:02	12:16	12:30	6:46	2mins	7hrs 58mins
8-SAT						Off
9-SUN						Off
10-MON	7:49	12:00	12:05	6:15		8hrs
11-TUE	8:03	12:08	12:11	6:34	3mins	7hrs 57mins
12-WED	7:47	12:19	1:00	5:10		8hrs
13-THU	8:02	12:02	1:00	5:06	2mins	7hrs 58mins
14-FRI	8:16	12:04	12:06	5:45	16mins	7hrs 44mins
15-SAT						Off
16-SUN						Off
17-MON	7:55	12:04	12:06	5:19		8hrs
18-TUE	7:53	12:00	12:13	5:11		8hrs
19-WED	8:05	12:06	12:07	6:43	5mins	7hrs 55mins
20-THU	7:59	12:06	12:15	6:17		8hrs
21-FRI	7:58	12:08	12:10	5:08		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:53	12:05	1:00	5:10		8hrs
25-TUE	8:04	12:06	12:10			3hrs 56mins SUSPENDED 1:00 pm 5:00 pm
26-WED	8:01	12:00	12:03	6:06	1min	7hrs 59mins
27-THU	7:51	12:06	1:00	6:40		8hrs
28-FRI	8:11	12:01	12:09	5:31	11mins	7hrs 49mins
29-SAT						Off
30-SUN						Off
31-MON	8:03	12:04	12:14	5:11	3mins	7hrs 57mins

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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