

DAILY TIME RECORD
VALENZONA, VALERIE C.

(NAME)

For the month of
January 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|--------|-------------|
| | IN | OUT | IN | OUT | | |
| 1-WED | | | | | | Holiday |
| 2-THU | 8:08 | 12:05 | 1:11 | 5:08 | 19mins | 7hrs 41mins |
| 3-FRI | 8:16 | 12:06 | 12:08 | 5:54 | 16mins | 7hrs 44mins |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | 7:37 | 12:06 | 12:14 | 5:10 | | 8hrs |
| 7-TUE | 7:56 | 12:07 | 12:58 | 5:16 | | 8hrs |
| 8-WED | 8:01 | 12:06 | 1:00 | 6:07 | 1min | 7hrs 59mins |
| 9-THU | 7:58 | 12:03 | 12:56 | 5:37 | | 8hrs |
| 10-FRI | 7:58 | 12:02 | 1:00 | 5:18 | | 8hrs |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 7:52 | 12:22 | 12:50 | 5:30 | | 8hrs |
| 14-TUE | 7:51 | 12:11 | 12:19 | 6:22 | | 8hrs |
| 15-WED | 7:54 | 12:14 | 1:00 | 7:00 | | 8hrs |
| 16-THU | 8:04 | 12:09 | 1:00 | 5:21 | 4mins | 7hrs 56mins |
| 17-FRI | 8:17 | 12:25 | 1:00 | 5:33 | 17mins | 7hrs 43mins |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | 8:06 | 12:06 | 12:10 | 5:14 | 6mins | 7hrs 54mins |
| 21-TUE | 8:05 | 12:16 | 1:00 | 5:19 | 5mins | 7hrs 55mins |
| 22-WED | 8:01 | 12:10 | 1:00 | 6:17 | 1min | 7hrs 59mins |
| 23-THU | 8:12 | 12:06 | 12:13 | 6:31 | 12mins | 7hrs 48mins |
| 24-FRI | 8:02 | 12:15 | 12:24 | 7:25 | 2mins | 7hrs 58mins |
| 25-SAT | | | | | | Off |
| 26-SUN | | | | | | Off |
| 27-MON | 7:41 | 12:19 | 12:24 | 8:30 | | 8hrs |
| 28-TUE | 7:47 | 12:08 | 12:11 | 7:15 | | 8hrs |
| 29-WED | | | | | | Holiday |
| 30-THU | 8:02 | 12:24 | 1:00 | 7:15 | 2mins | 7hrs 58mins |
| 31-FRI | 7:49 | 12:04 | 12:07 | 5:16 | | 8hrs |

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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(NAME)

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