

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

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