

DAILY TIME RECORD  
VALENZONA, VALERIE C.  
(NAME)

For the month of  
April 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:51	12:05	12:08	5:07		8hrs
3-THU	8:10	12:04	12:06	5:13	10mins	7hrs 50mins
4-FRI	8:01	12:05	12:10	5:15	1min	7hrs 59mins
5-SAT						Off
6-SUN						Off
7-MON	7:51	12:05	1:00	5:12		8hrs
8-TUE	7:44	12:05	12:11	5:09		8hrs
9-WED						Holiday
10-THU	8:12	12:03	12:06	6:23	12mins	7hrs 48mins
11-FRI						Absent
12-SAT						Off
13-SUN						Off
14-MON						Absent
15-TUE	8:02	12:06	12:08	5:20	2mins	7hrs 58mins
16-WED	7:56	12:10				4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	7:53	12:04	12:07	5:13		8hrs
22-TUE	7:53	12:10	1:00	5:11		8hrs
23-WED	7:52	12:04	12:06	5:12		8hrs
24-THU	8:03	12:08	12:10	5:09	3mins	7hrs 57mins
25-FRI	8:07	12:12	1:00	7:25	7mins	7hrs 53mins
26-SAT						Off
27-SUN						Off
28-MON						101ST VSU ANNIVERSARY
29-TUE						101ST VSU ANNIVERSARY
30-WED						101ST VSU ANNIVERSARY

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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