

DAILY TIME RECORD**CAPARAS, MERRY JEAN A.**

(NAME)

For the month of
January 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Holiday
3-TUE	7:58	12:43	12:46	5:04		8hrs
4-WED	7:53	12:08	12:52	5:19		8hrs
5-THU	7:48	12:07	12:29	5:56		8hrs
6-FRI	7:56	12:03	12:10	5:32		8hrs
7-SAT						Off
8-SUN						Off
9-MON	8:42	12:26	12:35	5:46	42mins	7hrs 18mins
10-TUE	7:13	12:15	12:28	5:59		8hrs
11-WED	7:59	12:11	12:12	5:06		8hrs
12-THU	8:19	12:16	12:23	5:09	19mins	7hrs 41mins
13-FRI	8:16	12:04	12:49	5:06	16mins	7hrs 44mins
14-SAT						Off
15-SUN						Off
16-MON	7:46	12:04	12:05	5:10		8hrs
17-TUE	7:57	12:11	12:12	5:51		8hrs
18-WED	7:45	12:23	12:57	5:04		8hrs
19-THU						OFFICIAL BUSINESS
20-FRI	7:48	12:08	12:44	5:12		8hrs
21-SAT						Off
22-SUN						Off
23-MON	9:01	12:47	12:53	5:08	1hr 1min	6hrs 59mins
24-TUE	7:58	12:15	12:17	5:07		8hrs
25-WED	7:56	12:09	12:14	5:16		8hrs
26-THU	8:01	12:06	12:07	6:00		8hrs
27-FRI	7:59	12:01	12:12	5:34		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:55	12:07	12:55	6:05		8hrs
31-TUE	7:53	12:46	12:49	6:05		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.


MERRY JEAN A. CAPARAS

VERIFIED as to prescribed office hours


LILIAN B. NUNEZ

Department Head
Institute for Strategic Research & Development Studies

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