



FM-VSU-13-2024-0201-175201

**DAILY TIME RECORD****CENTINO, ZYRA MAY H.**

(NAME)

For the month of

December 1 - 31, 2023

Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:48	12:12	12:14	5:06		8hrs
2-SAT						Off
3-SUN						Off
4-MON	8:00	12:05	12:21	5:04		8hrs
5-TUE	8:06	12:01	12:04	5:12	6mins	7hrs 54mins
6-WED						OB
7-THU						OB
8-FRI						OB
9-SAT						Off
10-SUN						Off
11-MON	8:00	12:02	12:04	5:43		8hrs
12-TUE	8:04	12:03	12:16	5:38	4mins	7hrs 56mins
13-WED						CDO
14-THU	8:05	12:47	12:50	5:44		9hrs 36mins
15-FRI	7:55	12:00	12:31	5:52		9hrs 26mins
16-SAT						Off
17-SUN						Off
18-MON	8:00	12:05	12:11	5:31		9hrs 25mins
19-TUE	8:07	12:08	12:28	5:40		9hrs 13mins
20-WED	7:57	12:12	12:34	5:46		9hrs 27mins
21-THU	7:48	12:21	12:55	6:01		8hrs
22-FRI						CDO
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						Holiday
27-WED						CDO
28-THU						CDO
29-FRI						CDO
30-SAT						Off
31-SUN						Off

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.

  
ZYRA MAY H. CENTINO

VERIFIED as to prescribed office hours

  
MOISES NEIL V. SERINO

 College Dean  
 College of Management & Economics
**DAILY TIME RECORD****CENTINO, ZYRA MAY H.**

(NAME)

For the month of

November 1 - 30, 2023

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						Holiday
3-FRI	8:00	12:00	12:01	7:15		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:54	12:05	12:30	5:13		8hrs
7-TUE	8:05	12:03	12:11	5:17	5mins	7hrs 55mins
8-WED	8:00	12:01	12:07	5:20		8hrs
9-THU	8:00	12:39	12:48	5:27		8hrs
10-FRI	7:59	12:06	12:13	5:36		8hrs
11-SAT						Off
12-SUN						Off
13-MON						OB
14-TUE	8:00	12:01	12:11	5:36		8hrs
15-WED	7:26	12:11	12:12	7:27		8hrs
16-THU						CDO
17-FRI						CDO
18-SAT						Off
19-SUN						Off
20-MON						OB
21-TUE						OB
22-WED						OB
23-THU						OB
24-FRI						OB
25-SAT						Off
26-SUN						Off
27-MON						Holiday
28-TUE	8:03	12:04	12:20	5:38	3mins	7hrs 57mins
29-WED	8:00	12:17	12:19	5:29		8hrs
30-THU	7:54	12:06	12:10	5:44		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.

  
ZYRA MAY H. CENTINO

VERIFIED as to prescribed office hours

  
MOISES NEIL V. SERINO

 College Dean  
 College of Management & Economics