

# DAILY TIME RECORD

**CERNA, MIZAE B.**  
(NAME)

For the month of  
**April 1 - 30, 2023**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	8:18	12:01	12:26	5:03	18mins	7hrs 42mins
4-TUE	8:00	12:04	12:07	5:12		8hrs
5-WED						SUSPENDED 12:00 pm 11:59 pm
6-THU						Holiday
7-FRI						Holiday
8-SAT						Off
9-SUN						Off
10-MON						Holiday
11-TUE	8:13	12:02	12:04	5:08	13mins	7hrs 47mins
12-WED	8:07	12:12			4hrs 7mins	3hrs 53mins
13-THU	8:21	12:15	12:17	5:08	21mins	7hrs 39mins
14-FRI	8:22	12:06	12:13	5:05	22mins	7hrs 38mins
15-SAT						Off
16-SUN						Off
17-MON	8:10	12:06	12:07	5:09	10mins	7hrs 50mins
18-TUE	8:11	12:08	12:11	5:06	11mins	7hrs 49mins
19-WED	8:14	12:01	12:07	5:30	14mins	7hrs 46mins
20-THU	8:08	12:00	12:04	5:09	8mins	7hrs 52mins
21-FRI						Holiday
22-SAT						Off
23-SUN						Off
24-MON	8:14	12:06	12:08	5:10	14mins	7hrs 46mins
25-TUE	8:35	12:25	12:26	5:30	35mins	7hrs 25mins
26-WED	8:22	12:20	12:21	5:11	22mins	7hrs 38mins
27-THU						VSU 99TH ANNIVERSARY
28-FRI						VSU 99TH ANNIVERSARY
29-SAT						Off
30-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.

**MIZAE B. CERNA**

VERIFIED as to prescribed office hours

**LILIAN B. NUNEZ**

Department Head  
Institute for Strategic Research & Development Studies

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